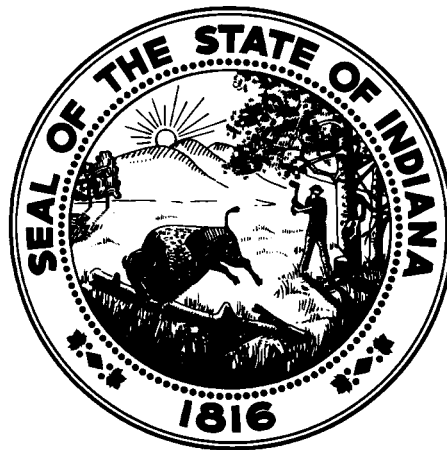


**PROVISIONAL
INSTRUCTIONS FOR PRESENTATION
of the
2003-05 BUDGET REQUESTS
by the
PUBLIC POSTSECONDARY EDUCATION INSTITUTIONS
and the
STATE STUDENT ASSISTANCE COMMISSION
OF INDIANA**



March 8, 2002

Prepared jointly by:

**State of Indiana
Commission for Higher Education
and
State Budget Agency**

Provisional 2003-05 Budget Instructions

Changes for the 2003-05 Biennium

- Statutory fee remissions taken over by SSACI are removed from Expenditures VIII. New lines are added to Expenditures VIII to distinguish between need-based and other institutional student assistance.
- Expenditures X, previously used to calculate enrollment change adjustments only for “changing campuses,” may be used by stable campuses that choose to report off-site distance education enrollments for enrollment change purposes.
- Expenditures III consolidates continuing employee information and includes new lines for the percent change of average salary and average total compensation for continuing employees. Expenditures III specifically ties the number of employees reported in each occupational category to the numbers submitted in the *2001 IPEDS Fall Staff Report*.
- Expenditures II-A collapses faculty into fewer categories and reduces the number of data elements collected.
- Expenditures II-B is deleted; the former Expenditures II-C is renamed Expenditures II-B.
- Expenditures IV includes a new column to indicate the portion of a new capital project that is classified as Research/Nonclass Laboratory space. Expenditures IV-(A...Z) will request information on the amount of space classified as 250 or 255 under the definitions of the *NCES Postsecondary Education Facilities Inventory and Classification Manual*.
- Background VI is added to collect information on plant operations and maintenance expenditures for two types of facilities: buildings consisting primarily of non-class research laboratory space, and all other academic/administrative buildings.
- Background VII is a new table added to collect information on research expenditures, facilities and administrative cost recovery, and university contributions toward total research expenditures.
- Background VIII is a new table that collects information on student characteristics and several other topics that were first broached in the 2001-03 instructions.
- SSACI Schedule XXI is added for statutory fee remissions formerly administered by the institutions.

2003-05 Biennial Budget Development Calendar

March 8, 2002	Commission to adopt budget instructions.
March 11, 2002	Distribute budget instructions to institutions.
April 15, 2002	Submission date for Schedule A (Summary) and Schedules C/D/E (10-Year Capital Plans)
June 15, 2002	Submission date for complete capital budget request
July 15, 2002	Submission date for preliminary copies of university operating budget schedules and for university operating budget electronic data
August 1, 2002	Submission date for complete university operating budget requests and for complete line-item operating budget requests (including SSACI).
November 15, 2002	Submission date for Expenditures II-A and B, Expenditures-III, Background V-B, and Background VIII from university operating budget request.

Tentative Commission Calendar

March 2002	CHE ACTION: Adopt Budget Instructions
May 2002	CHE DISCUSSION: Ten-Year Capital Plans
July 11-12, 2002	CHE Capital Site Visits
August 2002	CHE DISCUSSION: Capital Budget Requests
September 2002	CHE DISCUSSION: Operating Budget Requests
October 2002	CHE DISCUSSION: Capital and Operating Budget Recommendations
November 2002	CHE ACTION: Operating & Capital Budget Recommendations
Nov-Dec 2002	State Budget Committee Hearing
January 2003	House Ways & Means Committee Hearing

**INSTRUCTIONS FOR PRESENTATION
OF THE
2003-05 BUDGET REQUESTS BY THE
PUBLIC POSTSECONDARY EDUCATION INSTITUTIONS**

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**INSTRUCTIONS FOR PRESENTATION OF THE
2003-05 OPERATING BUDGET REQUESTS BY THE
PUBLIC POSTSECONDARY EDUCATIONAL INSTITUTIONS**

INTRODUCTION

This document provides the instructions and guidelines that public postsecondary institutions will use to prepare their 2003-05 Operating Budget Requests to the Governor and the General Assembly. The intent of the instructions is to establish a uniform framework for the budget presentation, and to establish the basis for a dialogue about meeting the postsecondary education objectives of the State as well as the needs of individual institutions.

DATE FOR SUBMISSION OF OPERATING BUDGET REQUEST

Universities and ITSC must submit preliminary copies of their operating budget schedules by **July 15, 2002**, to the Commission for Higher Education and the State Budget Agency. Final copies of the full operating budget requests are to be submitted by **August 1, 2002**, to the following budget review agencies or offices:

	<u>Number of Copies</u>
State Budget Agency	4
Senate Finance Committee	4
House Ways and Means Committee	4
Commission for Higher Education	6
Department of Workforce Development	1
Legislative Services Agency	1
State Student Assistance Commission	1

At their option, institutions may delay submission of the Expenditures II, Expenditures III, and Background V-B schedules until November 15, 2002.

FORM OF OPERATING BUDGET REQUEST PRESENTATION

Each operating budget request document must be presented in **bound form, 8-1/2" x 11" in size**. Institutions with multiple campus systems may include under single cover the budgets requests of all campuses within the system. However, a separate and complete budget request presentation for each campus must be submitted. For those campuses where more than one institution is involved in the delivery of education services, the institution assuming fiscal and administrative responsibility for the campus shall submit the complete budget request for that campus. ITSC should submit one budget request for the college.

CONTENT OF OPERATING BUDGET REQUEST DOCUMENTS

The 2003-05 Operating Budget Request should address two levels of budget information needs.

One level of information should be directed to a wide audience, including all members of the General Assembly. At this level, the general nature of budgetary needs should be described, including the underlying operating assumptions driving those needs; how these needs relate to the overall role and mission of the institution; and how the State and institutional priorities are reflected within the request. Any other general information that would permit a reader to understand the issues raised, the relative value of the need, and the budget implications of each issue should be included. **Summary Schedule I** is intended to address a broad audience.

The second level of information should be directed to those who need to understand the details and evaluate the derivation of the dollar amounts for each budget element. This audience includes the staffs of the State

Budget Agency, the Commission for Higher Education, the Legislative Services Agency, and the Department of Workforce Development, plus those legislators and their staffs who have the responsibility of developing state budget strategies for the General Assembly. The budget information contained in the Educational Services Schedules, Expenditure Budget Schedules and Income Budget Schedules is intended to meet the detailed needs of this audience.

ORGANIZATION OF OPERATING BUDGET REQUEST DOCUMENTS

The budget request materials submitted by each institution should have the following organization:

- I. Executive Summary (for each institution or for each campus).
- II. Operating Budget Narrative (for each campus).
- III. Operating Budget Request Schedules (for each campus).
 - * Summary Schedule
 - * Educational Services Budget Schedules
 - * Expenditure Budget Schedules
 - * Income Budget Schedules
 - * Supporting Background Information Schedules

The Executive Summary should be comprehensive, but concise. Generally, 15 to 20 pages is a comfortable length for readers. Institutions may wish to include Summary Schedule I, or their own summary tables for information purposes. Multi-campus institutions may opt either to provide individual executive summaries for each campus, or one executive summary for the institution.

Multi-campus institutions must provide individual Operating Budget Request Schedules and Budget Narratives for each campus. These individual campus narratives are important to understand campus needs, priorities, and plans, and to be able to respond to requests from legislators and other individuals who have concerns about specific campuses.

Institutions should take the opportunity to discuss the issues described below within their Budget Narratives. These issues reflect the state's primary concerns and objectives in providing higher education opportunities for Indiana citizens, and have been the subject of extensive deliberation within state-level discussions. Institutions should discuss how these objectives are integrated into their operations and how the budget request relates to meeting these objectives. Information requested on Background Schedule VIII is also closely related to these state objectives.

1. Increased participation in and completion of higher education endeavors: The state has a vital interest in improving the postsecondary educational attainment of its citizens, especially those populations currently under-represented. This objective encompasses readiness, enrollment, retention, and graduation issues.
2. Affordability: The state has a vital interest in providing higher education opportunities for all citizens regardless of individual economic capacity. This objective encompasses tuition and fee issues, and state and institutional financial aid.
3. Technology: The state has a vital interest in the increased use of current technology to support productivity and quality improvements in research and instructional delivery. This includes the personnel costs of delivering technology.
4. Educational Quality: The state has a vital interest in providing higher education services of the highest quality and which meet the needs of the citizens of the state. This objective encompasses program development and the fit between community needs, campus missions, and programming.
5. Workforce: The state has a vital interest in increasing the number of graduates of technical degree programs in specific fields where Indiana labor shortages exist. The state also has a vital interest in

programs and activities designed to increase the likelihood that postsecondary students will remain in Indiana after graduation.

6. Economic Development: The state has a vital interest in higher education's efforts to develop and diversify the Indiana economy through research and development activities in traditional areas of strength and in emerging fields.
7. Assessment and Accountability: The state has a vital interest in confirming that its resources are used efficiently and effectively and that taxpayers and students receive the maximum benefit from the state resources allocated to postsecondary education. To what extent do institutional assessment practices suggest that institutions are good stewards of state resources, and to what extent do institutional assessment practices reveal places where practices could be improved? To the extent that inadequacies in institutional practices are revealed, how can the state help address these inadequacies?

Institutions should also identify their highest priority objectives, if they differ from the statewide objectives, and the institution's desired outcomes. Institutions should identify the means by which progress toward achieving these objectives is measured. Reference to previously submitted Strategic Plans may be useful.

The Operating Budget Request Schedules are described in the following sections and attachments.

GUIDELINES FOR PREPARATION OF OPERATING BUDGET SCHEDULES

The format to be used for each budget schedule is illustrated after these written guidelines. The definitions that follow should be used when preparing the schedules so that consistency and uniformity between institutions is attained.

Summary Schedule

Summary Schedule I is intended to gather together all of the key components of each institution's operating budget request. It has an expenditure section and an income section, each of which balances the other.

Although other schedules provide greater detail about each of these sections, it is intended that **Summary Schedule I** provide a broad overview on a single page.

Educational Services Definitions and Schedule

In **Services Schedule I**, the list of educational services should be limited to those shown on the sample format. These reflect gross aggregations of individual programs, and it is understood and expected that proration and allocation will be used to develop these estimates.

Expenditure Definitions and Schedules

All expenditure budget changes requested for 2003-04 and 2004-05 must be grouped into one of the following three categories (Attachment C contains an expanded discussion of these categories):

- I. Base Adjustments -- budget adjustments traditionally "routinely" provided for initiatives that are well understood, widely anticipated, and void of significant policy impact. Four common examples are enrollment change, plant expansion, equity adjustments, and program change (ramping-up of expenditures for previously funded programs approaching steady-state expenditure and enrollment levels). Please note that enrollment change adjustments should be calculated in the manner set forth on the tables labeled **Expenditure IX** (stable campuses) and **Expenditure X** (changing campuses) consistent with the September 1997 recommendations of the Commission for Higher Education
- II. Maintenance/Price Increase -- budget changes due to cost of living and merit adjustment to salaries and wages, related changes in staff benefits, anticipated price changes in supplies and equipment, changes in rates for fuel, utilities and insurance, and student assistance. Student assistance includes funding for all student assistance programs funded through the general fund operating budget. This funding will include need-based grants for graduate or undergraduate students, scholarships, special statutory or non-statutory fee remissions, and matching funds necessary to acquire federal loan funds.
- III. Quality Improvement -- budget changes related to (a) improving the quality or effectiveness of services provided in order to more fully satisfy the institution's mission, or (b) adding new academic programs or expanding existing academic programs.

In the "Expenditure Budget Changes" section of **Summary Schedule I**, the specific input, issue, service, or program addressed in each of the above categories should be identified. For example, if an institution is requesting funds for quality improvement in "Undergraduate Business Programs," this program name along with the requested dollars should be shown on **Summary Schedule I**.

For all credit instruction, annual fiscal year full-time-equivalent ("FTE") student enrollment will be the measure of activity. Standard definitions used in the Student Information System are to be used in the 2003-05 operating budget request. (Thirty undergraduate credit hours or 24 graduate/professional credit hours equal one full-time equivalent student.)

For noncredit instruction, annual contact hours should be used as the activity level measurement.

Income Definitions and Schedules

The 2003-05 operating budget request for each institution will include that portion of the total operating budget which is supported by student fees and state appropriations. In **Background Schedules I-A and I-B**, all other budgeted sources of income that support the total institutional operating budget should be reported for 2001-02 and 2002-03.

Income items that will be included in the operating budget request to be reviewed by the state are:

Student Fees -- the gross fee revenue reported in **Income Schedule I** should include the value of any fee remissions reported in **Expenditure Schedule VIII**.

State Appropriation -- includes the appropriation by the state for operating expenses, debt service (a.k.a. "fee replacement"), and special purposes.

Other income items available to support institutional operating budgets, but not a part of the state-reviewed operating budget request, should also be reported in **Background Schedule I**. These include:

- Administrative and Indirect Cost Recovery
- Sales and Service
- Investment, Endowment, and Other Income
- Other Instruction and Departmental Research

In **Income Schedules I and II**, additional information is requested about student fee revenues and rates and state-appropriated debt service (fee replacement) income. Any additional student fee revenue projected which is based upon changes in fee rates should be explained in detail -- the why as part of the **General Statement** and the how computed as part of **Income Schedule I**.

The **Schedule I** debt service (fee replacement) appropriation (actual, budgeted, and projected) should be equal to the total of the annual debt service costs submitted separately to the Commission and the State Budget Agency for academic facilities constructed under the Acts of 1965 (or 1953 for Vincennes University). Deviations from this must be explained in **Income Schedule II**. Also, any increases in projected debt service costs must be explained via footnote.

In the budget request, facilities constructed under the Acts of 1927 and 1929 should not be assumed to generate debt service funding unless an explanation is provided.

Background Data Schedules

The background data schedules provide additional supporting detail necessary to interpret the requested summary, expenditure, and income data previously described.

Background Schedules I-A through I-D are key information resources which link budgeted sources of university support to budgeted areas of expenditure. *Separately bound university budget documents should be submitted for each year to the Commission for Higher Education and the State Budget Agency.*

Background Schedule II is designed to aid in understanding university debt and debt service needs. This information, in turn, is necessary for assessing fee replacement by the state.

Background Schedule III concerns fee courtesy programs for employees and their family members, and fee remissions or waivers for undergraduate and graduate student assistants. By agreement with the institutions, funds to support these activities are considered as compensation rather than student assistance.

Background Schedule IV is designed to record information on the residency status of students enrolled in credit instruction in the institution; this schedule should be consistent with the fee revenues recorded in **Income Schedule I**.

Background Schedules V-A and V-B provide an opportunity for institutions to report progress on technology permeation and technology initiatives funded through the 2001-03 special technology appropriation. Note that this income (and corresponding expenditures) should ***not*** be included in the institution's 2002-03 operating base.

Background Schedule VI collects information on non-auxiliary plant operation and maintenance expenditures for buildings used predominately for non-class research activities and for buildings not used primarily for non-class research activities. Because the schedule requests information on all non-auxiliary plant O&M expenditures, the expenditures entered in the schedule will in some cases differ from the plant O&M expenditures contained in Expenditures Schedule I and Summary Schedule I.

Background Schedule VII collects information on sponsored research, indirect cost recovery, and university expenditures required for conducting sponsored research. It is designed to report total sponsored research expenditures and costs incurred by universities to engage in sponsored research.

Background Schedule VIII collects information on student characteristics and other institutional characteristics. It is designed to evaluate institutional progress toward statewide goals for higher education.

ADDITIONAL SUPPORTING DATA REQUIREMENTS

In addition to the material referenced above, the institutions are requested to submit the following information to the State Budget Agency and the Commission for Higher Education by the dates indicated:

1. A preliminary computer format of the basic budgetary information, as outlined in Attachment A: ***July 15, 2002***. If subsequently revised, a final computer format is due on ***August 1, 2002***.
2. Debt service information for each separate bond issue or other indebtedness occurring under the Acts of 1927, Acts of 1955, or Acts of 1965. This information should utilize the format shown in Attachment B: ***July 15, 2002***.
3. Bound institutional budget documents for 1999-00, 2000-01, 2001-02, and 2002-03.

CONCLUSION

These budget instructions are designed to achieve overall consistency and uniformity in the preparation and presentation of the operating budget requests for the seven public institutions. In addition, they are intended to focus budget discussion on the State's and institutions' most important issues as we approach the 2003-05 biennium. Institutional representatives should contact the Commission or Budget Agency staffs for additional clarification or assistance, if needed.

Attachment A

**INSTRUCTIONS FOR SUBMISSION OF DATA
IN COMPUTER-READABLE FORM**

Attachment A

INSTRUCTIONS FOR PREPARING EXPENDITURE BUDGET/INCOME BUDGET DATA IN COMPUTER-READABLE FORM

Data are to be submitted as an Excel spreadsheet attached to e-mail addressed to MikeB@che.state.in.us. A printed version of this spreadsheet is displayed below. Note that the solid-color cells represent calculated values, where no data are to be entered. Electronic copies of the blank spreadsheet will be shared with the institutions, which are asked to enter data into it and return it to the Commission.

Campus <input type="text"/>	2002-03	2003-04	2004-05
Expenditure Adjustments			
Enrollment Change Adjustment	0	0	0
Plant Expansion Adjustment	0	0	0
Program Change Adjustment	0	0	0
Equity Adjustment	0	0	0
Other Adjustment	0	0	0
<i>Total Adjustments</i>	0	0	0
Maintenance			
Wages	0	0	0
Medical/Health Insurance	0	0	0
Other Benefits	0	0	0
<i>Total Personal Services</i>	0	0	0
General Supplies and Expense	0	0	0
Energy	0	0	0
Utilities	0	0	0
Fire and Casualty Insurance	0	0	0
Other S and E	0	0	0
<i>Total Supplies and Expense</i>	0	0	0
Statutory Fee Remissions	0	0	0
Other Aid to Residents	0	0	0
Aid to Non-Residents	0	0	0
<i>Total Student Financial Aid</i>	0	0	0
Other Maintenance	0	0	0
<i>Total Maintenance</i>	0	0	0
Quality Improvement	0	0	0
<i>Total Expenditures</i>	0	0	0
Student Tuition/Fees			
Gross Fee Base	0	0	0
Academic Facility Fees (enter as neg. amt.)	0	0	0
Dedicated Fees (enter as neg. amt.)	0	0	0
<i>Net Unrestricted Fees</i>	0	0	0
State Appropriation			
State Operating Appropriation	0	0	0
Debt Service Appropriation	0	0	0
Program Startup and Special Appropriation	0	0	0
<i>Total State Appropriation</i>	0	0	0
Other Income	0	0	0
<i>Total Income</i>	0	0	0

Attachment B

**ACADEMIC FACILITIES BONDING
DEBT SERVICE ANALYSIS**

Attachment B

ACADEMIC FACILITIES BONDING DEBT SERVICE ANALYSIS

FOR (campus)

I. TOTAL AMOUNT OF BONDS ISSUED AS OF 6/30/2002: \$ _____

II. SCHEDULE OF PAYMENTS:

F.Y. Ending <u>6/30</u>	<u>Principal</u>	Payment <u>Date</u>	<u>Interest</u>	(Less) Interest <u>Subsidy</u>	Total Debt <u>Service</u>	Outstanding <u>Principal</u>	Academic Facilities Debt <u>Retirement Reserve Bond Balance</u>		
							Held by <u>Institution</u>	Held by <u>Bond Trustee</u>	Total <u>Reserve</u>

Instructions: Please provide one table for each bond issue. For each issue, please footnote the capital facilities which were financed through the issue. These materials should collectively be summarized in **Income Schedule II** of the Operating Budget Request. One line should be provided for each fiscal year, beginning with the first year of the issue and ending with the last year of the issue.

Attachment C

**DESCRIPTION OF
CATEGORIES OF BUDGET CHANGES**

Attachment C

ATTACHMENT TO THE INSTRUCTIONS FOR PRESENTATION OF THE 2003-05 OPERATING BUDGET REQUESTS BY THE PUBLIC POSTSECONDARY EDUCATIONAL INSTITUTIONS

Description of Categories of Budget Changes

It is only by having common understandings about the Base Adjustment, Maintenance/Price Increase, and Quality Improvement categories that institutions can effectively establish their priorities in budget development, and the Commission can exercise its responsibilities to evaluate budget requests and to make recommendations to the Governor and the Legislature.

I. Base Adjustments

This category has been used in the past for enrollment change, plant expansion, equity adjustments, and program change funding. Other possible uses include correcting errors, transferring funds, and addressing legislative intent.

As has been the case in the past, the marginal cost approach to funding enrollment change is expected to be used in the 2003-05 biennium. The Commission for Higher Education, when making its 2003-05 recommendations, is expected to incorporate the methodological changes discussed and approved at its September 1997 meeting. Funds requested for plant expansion are to offset the operation and maintenance costs associated with adding new space to the campus which result from new construction, acquisition, or reactivation of unused space usually resulting from recent renovation or through lease arrangements. Plant expansion requests should be consistent with the changes discussed and approved by the Commission at its September 1997 meeting. Program change adjustments reflect ramping-up of expenditures for previously funded programs approaching steady-state expenditure and enrollment levels.

II. Maintenance/Price Increase

The price increase component of budget change deals with the analysis of additional costs to the institutions to provide the same level and quality of services they are currently providing. Price Increase is composed of a group of subcomponents:

1. Personal Services
 - a. Salaries and Wages
 - b. Staff Benefits
2. Supplies and Expense
 - a. General
 - b. Utilities
 - c. Energy
 - d. Fire and Casualty Insurance
3. Student Assistance
 - a. Statutory Fee Remissions
 - b. Other Aid to Indiana Residents
 - c. Aid to Non-Residents

The institutional requests for salary and wage budget increases can address at least three separate issues: (1) the cost-of-living issue; (2) the parity issue; (3) the competitive position issue. These last two issues clearly deal with the consideration of improving quality and, therefore, should not be included in the price inflation category. The cost-of-living issue deals primarily with the impact of price inflation on the real income of individuals and is assumed to include merit increase funds as well. Parity adjustment funds improve the overall average salary standing of the institutions vis-à-vis other comparable institutions while competitive position funds enable institutions to attract highly qualified faculty and staff which they otherwise would be unable to attract because of low comparative salary levels.

Staff benefits include retirement, life insurance, social security, and medical insurance. The changes requested in the price inflation category primarily result from rate changes and/or salary level adjustments. Changes related to the level of service or number of employees covered should be requested as quality improvement.

Increases in funding for general supplies and expense and fuel, utilities and fire and casualty insurance are required as a result of inflationary effects on the prices of goods and services purchased by the institutions and projected rate changes with consumption levels held constant.

Increases to maintain current student aid programs should be requested here, while new and expanded student aid programs should be requested as “Quality Improvements.” In general, student aid increases should be proportional to proposed fee rate increases.

III. Quality Improvement

The purpose of the Quality Improvement budget category is to enable an institution to request funds which are in addition to those needed to meet price changes. These additional funds are requested to enhance an institution’s ability to fulfill its missions, *i.e.*, to improve the quality or quantity of some services and activities which it now offers. In general, funds requested under quality improvement enable an institution to do better in those activities -- such as undergraduate and graduate instruction, research, and community service -- in which the institution is currently active. Furthermore, funds may be requested under quality improvement to give special emphasis to certain academic needs or educational services, to develop new centers of excellence, to offer new academic programs, to expand existing academic programs, and to expand the State’s higher education objectives.

The term “quality” represents certain characteristics -- including effectiveness -- of an activity. It represents an informed judgment about the degree of attainment of distinctive goals given certain resources. When considering the quality of academic programs one must consider: institutional purpose, or goals; the congruence between program goals and institutional goals, which inevitably must be congruent with patron values and goals; the effective use of resources; the context in which the activities of the program take place; and the degree to which the program attains its goals or peak performances. Only when these characteristics are known can one make a judgment about the quality of a program.

In order to evaluate the degree to which goals are being fulfilled, the Commission or an institution must consider specific services and activities. The state is purchasing selected services when it provides support for postsecondary institutions. Another important consideration, which complements the notion of “purchase of services,” is the belief that high quality depends more on the use of resources than on the absolute level of the resources themselves. Therefore, when asking for resources one should emphasize the uses to which additional resources will be put. Requests should always identify the contribution that new resources will make in the achievement of primary goals.

When requesting Quality Improvement funds, some thought should be given to the way by which the effect of the improvement might be measured or described. Future public policymakers may want to understand the impact of previously provided Quality Improvement funding. This information is collected in the **Expenditures V** schedule.

Quality improvement initiatives are to be individually identified, costed, and prioritized, rather than combined into broad collections of activities. The number of individual initiatives listed on the **Expenditures V** schedule will typically range from five (5) to ten (10).

Attachment D

OPERATING BUDGET SCHEDULES

Summary I

SUMMARY OF 2003-05 OPERATING REQUEST

		<u>FOR (campus)</u>						
		2002-03	2003-04		2004-05			TOTAL
		BUDGET	<u>REQUEST</u>		<u>REQUEST</u>			BIENNIUM
		TOTAL	CHANGE	TOTAL	CHANGE	TOTAL		
		<u>(\$)</u>	<u>(\$)</u>	<u>(%)</u>	<u>(\$)</u>	<u>(%)</u>	<u>(\$)</u>	<u>(\$)</u>
<u>EXPENDITURE BUDGET CHANGES</u>								
I.	BASE ADJUSTMENTS							
	A. Enrollment Change							
	B. Plant Expansion							
	C. Program Change							
	D. Other (identify)							
	SUBTOTAL							
II.	PRICE INFLATION							
	A. Personal Services							
	B. Supplies and Expense							
	C. Student Assistance							
	SUBTOTAL							
III.	QUALITY IMPROVEMENTS							
	A. (identify)							
	B. (identify)							
	C. (identify)							
	SUBTOTAL							
TOTAL EXPENDITURE BUDGET								
<u>INCOME BUDGET</u>								
I.	STUDENT FEES							
	A. Rate Change							
	1. Gross Fee Base							
	2. (less) Academic Facility Fees							
	3. (less) Other Dedicated/Restricted Fees							
	SUBTOTAL (=Net Unrestricted Fees)							
	B. Reallocation (Inter-Campus)							
II.	FEDERAL FUNDS							
III.	STATE APPROPRIATIONS							
	A. Operating Expense							
	B. Debt Service							
	C. Reallocation (Inter-Campus)							
	SUBTOTAL							
TOTAL INCOME BUDGET								

Note: Inter-Campus reallocation of income should also be reflected in reallocation of educational dollars and expenditure budgets on the top of this schedule.

Services I
SUMMARY OF EDUCATIONAL SERVICES FOR 2003-05 BIENNIUM
FOR (campus)

	2002-03 BUDGET TOTAL \$	2003-04 REQUEST			2004-05 REQUEST		
		Unit (\$/FTE)	Activity Level (FTE)	Total \$	Unit (\$/FTE)	Activity Level (FTE)	Total \$
<u>EDUCATIONAL SERVICES</u>							
INSTRUCTION							
A. On-Campus for Credit Instruction							
1. Vocational/Technical							
2. Baccalaureate							
3. Graduate							
4. Professional							
B. Off-Campus for Credit Instruction							
1. Telecommunications							
2. Correspondence Study							
3. Other							
SUBTOTAL (Credit Instruction)							
C. On/Off-Campus Non-Credit							
1. Pre-Program Services (remedial, developmental, etc.)							
2. Other (identify)							
SUBTOTAL (All Instruction)							
RESEARCH							
A. Organized Research Centers							
B. Individual (sponsored) Project Research							
SUBTOTAL							
PUBLIC SERVICE							
A. Community Service							
B. Public Broadcasting							
C. Cooperative Extension Service							
SUBTOTAL							
STUDENT ASSISTANCE							
A. Fee Remissions							
B. Scholarships							
C. Grants/Fellowships							
D. Loan Matching							
SUBTOTAL							
TOTAL EDUCATIONAL SERVICE BUDGET							

Notes:

- (1) These "Total Educational Service Budget" amounts should balance the amounts appearing on **Summary Schedule I**.
- (2) The FTE's reported under "SUBTOTAL (Credit Instruction)" should balance the figures reported on **Background Schedule IV**.

Expenditures I

EXPLANATION OF MAINTENANCE/PRINCE INCREASE BUDGET CHANGES FOR (campus)

	2002-03	2003-04		2004-05	
	Base Budget Expenditures	Projected Change \$	Total Budget	Projected Change \$	Total Budget
A. <u>PERSONAL SERVICES</u>					
1. Salaries & Wages					
2. Staff Benefits					
a. Retirement Programs					
(1) PERF					
(2) TRF					
(3) TIAA/CREF					
b. Social Security					
c. Life Insurance					
d. Health Insurance					
SUBTOTAL					
TOTAL PERSONAL SERVICES					
B. <u>SUPPLIES & EXPENSES</u>					
1. General S & E					
2. Energy					
a. Electricity					
b. Coal					
c. Oil					
d. Natural Gas					
e. LP Gas					
f. Steam					
g. Energy Management Debt Service					
SUBTOTAL					
3. Utilities					
a. Water					
b. Sewer					
SUBTOTAL					
4. Fire & Casualty Insurance					
TOTAL SUPPLIES & EXPENSE					
<u>TOTAL PRICE INFLATION</u>					

Note: Campuses may optionally expand this table to include additional expenditure categories, but the above expenditure categories are not to be condensed into more inclusive categories.

Expenditures II
GENERAL INSTRUCTIONS FOR CAMPUS PRODUCTIVITY SCHEDULES
Faculty Headcount and FTE's

- A. For purposes of this analysis, one **faculty** full-time equivalent (FTE) is defined as a faculty member who has a full-time appointment during the Fall 2001 semester.
- B. Information on faculty headcounts and full-time equivalents (FTEs) may be based on either longitudinal data, spanning the whole length of a term, or cross-sectional data. Each institution should explain how the data were collected for each term reported. If cross-sectional data are used, the data should reflect actual faculty assignments as of a specific date, and the specific dates on which the cross-sections were taken should be reported.
- C. If full-time faculty employed in Fall 2001 teach one or more courses during the term as an overhead (*i.e.*, the faculty member receives additional compensation above his or her contract in order to teach the course or courses) the FTE for the term should be increased by 0.25 for each course taught.
- D. For part-time faculty employed during Fall 2001, FTEs should be calculated in the following manner: (a) for four-year institutions, each course taught by part-time faculty should count as 0.25 FTE, and (b) for two-year institutions, each course taught by a part-time faculty member should count as 0.5 FTE.

Sections

- E. For purposes of this analysis, the terms "section" and "course credit hours" (CCHs) apply to different instructional formats [only instructional formats that generate student credit hours (SCHs) are listed below] in the following manner:

Group Instruction

Courses taught predominantly in a group or lecture format, either in a traditional classroom setting (on-campus or off-campus) or through mediated instruction. Group instruction includes seminars and studios taught in a group setting (*e.g.*, music ensembles, figure drawing, ballet, acting).

Laboratories -- even if they have separate course titles and course numbers -- will not count as separate sections if they are also required for a lecture course. In these cases, the student credit hours associated with the laboratory should be combined with those of the lecture course, and the number of course credit hours should be added to the lecture course credit hours. Laboratories that can be taken independently, apart from any lecture course, should be counted as separate sections.

One course taught in a group format equals one section.

The number of CCHs for a course equals the number of SCHs a student can earn by taking the course.

Individualized Studies

Courses taught predominantly on a one-to-one basis, *i.e.*, a faculty member works individually with a student, include the following instructional formats:

- (1) Clinicals (most of the student contact hours for the course are generated by the student working individually with patients or clients in a clinical setting);
- (2) Directed Readings (a faculty member develops a set of readings for a student to complete and synthesize individually);
- (3) Research (a faculty member poses a research platform for a student to investigate individually);
- (4) Practica (a faculty member supervises a student in applying the skills he or she has learned in the classroom -- *e.g.*, flight instruction, student teaching);
- (5) Cooperative Education (a faculty member develops opportunities for students to earn credit through on-the-job experiences); and
- (6) Individual studio (a faculty member tutors a student individually -- *e.g.*, musical instrument or voice performance).

The number of (equivalent) sections a faculty member teaches is the product of 0.125 and the number of students taking individualized studies.

The number of (equivalent) CCHs a faculty member teaches is the product of 0.125 and the number of students taking individualizes studies.

Theses/Dissertations

The number of (equivalent) sections a faculty member teaches is calculated as the sum of (1) the product of 0.25 and the number of graduate students for whom the faculty member is the advisor or chair of the thesis or dissertation committee and (2) the product of 0.1 and the number of graduate students for whom the faculty member serves on their thesis or dissertation committees as a reader but not as a chair.

The number of (equivalent) CCHs a faculty member teaches is calculated as the sum of (1) the product of 0.25 and the number of graduate students for whom the faculty member is the advisor or chair of the thesis or dissertation committee and (2) the product of 0.1 and the number of graduate students for whom the faculty member serves on their thesis or dissertation committees as a reader but not as a chair.

Student Credit Hours

- G. The total student credit hours reported in Expenditures II-A and II-B should equal the total student credit hours reported by the institution to the Commission for Higher Education for Fall 2001 as part of the Student Information System for 2001-02.

Expenditures II-A

FACULTY INSTRUCTIONAL WORKLOAD AND COMPENSATION TABLE -- FALL 2001

FOR (campus)

**Note: Expenditures II-A may be submitted separately, by November 15, 2002*

	(1)	(2)	(3)	(4)	(5)	(6)
				-----Instruction Only-----		
	<u>Headcount</u>	<u>Percent Tenured</u>	<u>Unrestricted FTE</u>	<u>Sections</u>	<u>Course Credit Hours¹</u>	<u>Student Credit Hours</u>
1.Tenure-Track, Full-Time Faculty ²	_____	_____	_____	_____	_____	_____
2. Non-Tenure-Track, Full-Time Faculty ³	_____	N/A	_____	_____	_____	_____
3. Part-Time Faculty						
a. Adjunct Faculty ⁴	_____	N/A	_____	_____	_____	_____
b. Graduate Assistants ⁵	_____	N/A	_____	_____	_____	_____
SUBTOTAL -- Part-Time Faculty	_____	N/A	_____	_____	_____	_____
SUBTOTAL -- Faculty	_____	N/A	_____	_____	_____	_____
4. Other Instructors ⁶	_____	N/A	N/A	_____	_____	_____
TOTAL -- Faculty and Other Instructors	_____	N/A	_____	_____	_____	_____

Expenditures II-B

BREAKDOWN OF SECTIONS BY INSTRUCTIONAL FORMAT, FALL 2001

**Note: Expenditures II-B may be submitted separately, by November 15, 2002*

Sections taught by Means of Group Instruction	_____
Equivalent Sections Generated through Individualized Instruction	_____
Equivalent Sections Generated by Theses and Dissertations	_____
Total Number of Sections and Equivalent Sections	=====

Endnotes for Expenditures II-A

1. The sum of the number of credit hours assigned to each course or section a faculty member teaches. Thus, a faculty member who teaches a total of four, three-semester hour courses during Fall 2001 is said to have a teaching load of 12 course credit hours. (See also instructions on counting sections.)
2. Tenure-Track faculty either have tenure or are on tenure track, *i.e.*, they are in positions that will lead to consideration for tenure. Although the vast majority of tenure-track faculty have full-time appointments -- *i.e.*, they are employed for an academic year (typically on the basis of a nine- or ten-month contract) -- a small number have less than full-time appointments, which means that headcount may not equal FTE for this category of faculty. Data for faculty who are on either a fully paid or partially paid sabbatical should be reported. Data should not be reported for faculty who are on an unpaid sabbatical or leave of absence. Data for courses taught by tenure-track, full-time faculty on an overload basis should also be reported here.
3. Faculty who are employed for an academic year (typically on the basis of a nine- or ten-month contract) and who neither have tenure nor are on tenure track.
4. Faculty who are employed to teach courses on a semester-by-semester basis.
5. Includes the following:
 - Students enrolled in master's and doctoral programs who are the professors of record for one or more courses that they taught. (For students whose appointments are split, see endnote for graduate students with research/public service appointments.)
 - Students enrolled in master's and doctoral programs who perform instructional tasks (*e.g.*, grade papers, teach laboratory sections, lead recitation sections) other than being the professors of record for courses they taught or helped teach. (For students whose appointments are split, see endnote for graduate students with research/public service appointments.)
 - Students enrolled in master's and doctoral programs who undertake or assist in research and/or public service activities. For students who have split appointments -- *i.e.*, an appointment that involves both instructional responsibilities and research/public service activities -- the head count and FTEs should be divided proportionally between or among the appropriate categories of graduate student appointments. Graduate students whose work is unrelated to instruction, research, and public service (*e.g.*, providing administrative or support services in the institutional budget office) should not be reported here, but instead should be reported in an appropriate "staff" category.
6. Includes individuals who have full-time, non-teaching assignments (*e.g.*, administrators, computer systems analysts, accountants), but who nevertheless teach one or more courses for no additional compensation. Data for individuals in this category will only be reported on this line for columns 5 and 7-10; data for the other columns will be reported on another line (administrators or one of the staff categories). Individuals who have formal, split appointments will have their data split and reported under the appropriate lines -- *e.g.*, a person with a half-time appointment as an assistant dean and a half-time appointment as a tenure-track faculty member will have their data split between the line for administrators and the appropriate faculty rank line.

Expenditures III-A¹

SALARY COMPENSATION STATISTICS FOR THE 2000-01 FISCAL YEAR²
FOR (campus)

**Note: Expenditures III may be submitted separately, by November 15, 2002*

	<u>Faculty</u>	<u>Executive, Admin., & Management</u>	<u>Other Administrative</u>	<u>Other Professional</u>	<u>Technical & Para- Professional</u>	<u>Clerical & Secretarial</u>	<u>Skilled Crafts</u>	<u>Service/ Maintenance/ Food Service</u>	<u>Graduate Assistants</u>	<u>Total Employees</u>
A. For Employees as of November 1, 2000										
Headcount										
Full-Time										
Part-Time										
Total Salaries										
Full-Time										
Part-Time										
Average Salary										
Full-Time										
Part-Time										
Total Compensation										
Full-Time										
Part-Time										
Average Comp										
Full-Time										
Part-Time										
B. For continuing full-time employees FY 1999 to FY 2000 ³										
See endnote.										

Expenditures III-B¹

SALARY COMPENSATION STATISTICS FOR THE 2001-02 FISCAL YEAR⁴
FOR (campus)

**Note: Expenditures III may be submitted separately, by November 15, 2002*

	<u>Faculty</u>	<u>Executive, Admin., & Management</u>	<u>Other Administrative</u>	<u>Other Professional</u>	<u>Technical & Para- Professional</u>	<u>Clerical & Secretarial</u>	<u>Skilled Crafts</u>	<u>Service/ Maintenance/ Food Service</u>	<u>Graduate Assistants</u>	<u>Total Employees</u>
A. For Employees as of November 1, 2001										
Headcount										
Full-Time										
Part-Time										
Total Salaries										
Full-Time										
Part-Time										
Average Salary										
Full-Time										
Part-Time										
Total Compensation										
Full-Time										
Part-Time										
Average Comp										
Full-Time										
Part-Time										
B. For continuing full-time employees FY 2000 to FY 2001 ⁵										
Average Salary										
Percent Change										
Average Total Compensation										
Percent Change										

Endnotes for Expenditures III

1. The purpose of this schedule is to understand how universities have been able to compensate employees with existing funds -- a necessary step in considering potential state assistance for personal services compensation. **Faculty and staff occupational activity classifications correspond to “2001 IPEDS Fall Staff Survey” definitions.** Compensation from all university-managed fund groups is to be included.
2. **The number of employees reported in each category must equal the number that would have been reported for each category in the 2001 IPEDS Fall Staff Survey had it been administered for Fall 2000.**
3. As a result of the addition of the “Other Administrative” occupational category for Fall 2000 employees, Part B of Expenditures Schedule III-A will not be collected. Part B of Expenditures III-A will be collected in subsequent biennia.
4. **The number of employees reported in each category must equal the number reported for each category in the 2001 IPEDS Fall Staff Survey.**
5. Include only employees as of November 1, 2001, who were employed in the same occupational category as of November 1, 2000.

To supplement the information reported for executives, managements, and administration on Expenditures III, each institution is requested to provide a copy of data submitted as part of the 2001-02 Administrative Compensation survey conducted by the College and University Personnel Association (CUPA). If preferred, these copies may be submitted separately rather than bound into the budget request document.

Expenditures IV

PLANT EXPANSION CHANGE SUMMARY ¹
FOR (campus)

		<u>Estimated</u> <u>2002-03</u>	<u>Requested 2003-04</u> <u>Increase</u>	<u>Total</u>	<u>Requested 2004-05</u> <u>Increase</u>	<u>Total</u>	<u>Percentage</u> <u>Research Space</u> ²
1.	Project one (identify)						
2.	Project two (identify)						
3.	Project three (identify)						
.	(etc.)						
.							
.							
TOTAL		_____	_____	_____	_____	_____	

Notes:

1. Provide details for each project on separate schedule Expenditures IV (A), IV (B), IV (C), etc. . . .
2. Identify the percentage of assignable square feet classified as Research/Nonclass Laboratory space.

Expenditures IV (A)
PLANT EXPANSION BUDGET ANALYSIS
FOR _____ (campus) _____

I. BUDGET INFORMATION

	2003-04 Expenditure <u>Amount</u>	2004-05 Expenditure <u>Amount</u>
_____ (Building) _____		
1. a. Occupancy Date : _____		
b. Plant Expansion Begins Date: _____		
2. Square Feet		
a. Assignable: _____		c. Assignable S.F. Classified as Research/Nonclass lab. _____
b. Gross: _____		
3. Operating Cost		
a. Personal Services	\$ _____	\$ _____
b. Fuel	\$ _____	\$ _____
c. Utilities	\$ _____	\$ _____
d. Supplies and Expense	\$ _____	\$ _____
e. Other	\$ _____	\$ _____
f. Total Expenditure	\$ _____	\$ _____
4. Existing Resources Available for Reallocation (identify)	\$ _____	\$ _____
5. Net Additional Expenditure (Line 3 minus Line 4)	\$ _____	\$ _____
6. Operating cost per assignable square foot (Line 3f divided by Line 2a)	\$ _____	\$ _____

NOTE: Narrative justification should be provided; a separate table should be included for each facility which is added or deleted. It is important to explain any discrepancies between the figures on this page, and those which were presented when the capital project was approved.

Expenditures V

PRIORITIZED QUALITY IMPROVEMENT INITIATIVES

FOR _____ (campus) _____

Priority	Initiative	2003-04 Projected Changes Total Dollars	2004-05 Projected Changes Total Dollars
1.			
2.			
3.			
4.			

Note: Among the quality improvement initiatives listed here should be any new academic programs listed on the **Expenditures VII** schedule. Quality improvement initiatives are to be individually identified, costed, and prioritized, rather than combined into broad collections of activities. The number of individually listed and prioritized initiatives should typically range from five (5) to ten (10).

Expenditures V (A)
QUALITY IMPROVEMENT INITIATIVE PERFORMANCE MEASUREMENT
FOR _____ (campus)

For each quality improvement initiative listed on the Expenditures V schedule, provide base-line and projected data for the anticipated improvement.

For quality improvement initiatives which are funded, institutions may later be asked to review and compare actual versus projected performance.

Expenditures VI

PROGRAM CHANGE: CONTINUED START-UP NEW ACADEMIC PROGRAMS ¹

FOR (campus)

	<u>2001-02</u>	<u>2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u>Total</u>	<u>Total</u>	<u>Change From</u>	<u>Total</u>	<u>Change From</u>	<u>Total</u>	<u>Change From</u>
	<u>Start-Up</u>	<u>Start-Up</u>	<u>Previous Year</u>	<u>Start-Up</u>	<u>Previous Year</u>	<u>Start-Up</u>	<u>Previous Year</u>
	<u>Funded</u>	<u>Funded</u>		<u>Funded</u>	<u>Previous Year</u>	<u>Funded</u>	<u>Previous Year</u>
I. <u>BUDGET INFORMATION</u>							
Program X							
State Appropriations							
Student Fees							
Other Revenues							
TOTAL PROGRAM EXPENDITURE							
Program Y							
State Appropriations							
Student Fees							
Other Revenues							
TOTAL PROGRAM EXPENDITURE							
Program Z							
State Appropriations							
Student Fees							
Other Revenues							
TOTAL PROGRAM EXPENDITURE							
TOTAL							
II. <u>ENROLLMENT</u>							
Program X							
Annual FTE							
Annual Headcount							
Program Y							
Annual FTE							
Annual Headcount							
Program Z							
Annual FTE							
Annual Headcount							
III. <u>EXPLANATION</u>							
Program X							
Program Y							
Program Z							

¹ Include here all previously funded program start-ups which should receive special attention during the 2003-05 biennium. This schedule should not be used for proposed new programs (use **Expenditures Schedules V and VII**). Amounts are to include program expenditures, state appropriations, student fees, and other revenue sources. However, state appropriations requested should be clearly identified. Totals should agree with amounts on **Summary Schedule I** (Program Change). It is generally expected that requested program changes will be consistent with amounts considered during the New Program Approval process. In any case, universities should provide a brief explanation of the basis of their request amounts.

Expenditures VII

FUNDING REQUIREMENTS FOR NEW, CONSOLIDATED OR TERMINATED ACADEMIC PROGRAMS¹

FOR (campus)

	Program Status ²	Date of Program Status	Proposed Start-Up Consolidation or Termination Date	<u>2003-04</u> Total Amount Requested	<u>2004-05</u> Total Amount Requested	Change From Previous Year
I.	<u>BUDGET INFORMATION</u>					
	Program A					
	New State Appropriations					
	New Student Fees					
	Enrollment Change Funding					
	Reallocation of Existing Resources					
	Other Revenues					
	TOTAL PROGRAM EXPENDITURE					
	Program B					
	New State Appropriations					
	New Student Fees					
	Enrollment Change Funding					
	Reallocation of Existing Resources					
	Other Revenues					
	TOTAL PROGRAM EXPENDITURE					
	TOTAL					
II.	<u>EXPLANATION</u>					
	Program A					
	Program B					

Notes:

- (1) Proposed new academic programs are to be included both here and on **Expenditures V**. It is generally expected that amounts requested will be consistent with amounts considered during the New Program Approval process. In any case, universities should provide a brief explanation of the basis of their request amounts. The request should be consistent with the new degree program funding policy adopted by the Commission at its September, 1997 meeting.
- (2) Indicate status as one of the following:
Approved by CHE.
Submitted to CHE pending action.
To be submitted to CHE.

2000-01 Actual		2001-02 Actual		2002-03 Budgeted		2003-04 Projected		2004-05 Projected	
Awards	\$	Awards	\$	Awards	\$	Awards	\$	Awards	\$

Expenditures VIII (continued)

Explanatory Notes

- A. Please attach or submit separately a copy of the institution's policy for determining a student's residency for tuition and student assistance purposes.
- B. Please state the basis of estimation for any projected budget increases in the 2003-05 biennium.
- C. If "awards" as listed above are not reasonably reflective of "headcount," please identify the extent to which the award figures provided reflect duplicated headcount. The number of awards should reflect a particular point in time, not a cumulative summary.
- D. Out-year detail may be omitted if only inflation funding is sought. Detail must be provided if number of awards is to change, or other quality improvements are made in programs. In any event, the bottom line totals **MUST** be provided for the out-years. Include non-resident reciprocity students with Indiana residents.
- E. In general, proposed student aid increases should be proportional to proposed tuition/fee rate increases.
- F. For this schedule, "need-based aid" is defined as any fee remissions, scholarships, grants, or other aid awarded on the basis of calculated financial need.
- G. In recognition of the shift of many statutory fee remission programs to the State Student Assistance Commission and the attendant university base operating appropriation adjustments, the following statutory fee programs have been removed from this schedule:
 - a. Children of Disabled Veterans (IC 20-12-19.1, including IC 10-5-11 and IC 10-5-13)
 - b. Children of Police and Firefighters Killed in the Line of Duty (IC 20-12-19.5)
 - c. Children of State Police Killed in the Line of Duty (IC 10-1-2-5)
 - d. Dependents of Viet Nam POW/MIA (IC 10-5-16.5)

Expenditures IX

STABLE CAMPUS EXPENDITURE ADJUSTMENT FOR ENROLLMENT CHANGE 2003-05 BIENNIUM

	<u>FOR (campus)</u>				
	<u>Actual 1997-98</u>	<u>Actual 1998-99</u>	<u>Actual 1999-00</u>	<u>Actual 2000-01</u>	<u>Actual 2001-02</u>
A. Indiana Resident On-Campus FTE Enrollment (Note 1)					
1. Undergraduate	_____	_____	_____	_____	_____
2. Graduate/Professional	_____	_____	_____	_____	_____
3. Total	_____	_____	_____	_____	_____
B. Stable Campus Enrollment Brackets, consistent with the Commission's September 1997 action, equal 1997-98 resident on-campus FTE, +/- 5%, as follows:					
	Indiana University Bloomington: [20,100 to 22,300]				
	Purdue University West Lafayette: [21,800 to 24,200]				
	Indiana State University: [7,400 to 8,300]				
C. FTE Enrollment Change					
1. Line A-3: 2001-02 Total FTE	_____				
2. Enrollment Bracket Limit FTE	_____				
3. Out-of-Bracket FTE = (1) – (2)	_____				
4. Adjustment amount per FTE (Note 2)	\$3,500				
5. One-time Adjustment = (3) * (4)	_____	(Note 3)			

Notes:

- (1) These are students reported in the SIS data submission with a value of "1" in the residency status field; and a value of "53" (Monroe County) for IUB, or "79" (Tippecanoe County) for PUWL, or "84" (Vigo County) for ISU in the primary site of instruction field.
- (2) The 2002-03 operating appropriation of \$1,117,743,616 divided by the 158,639 total Hoosier (net of Purdue SWT) and reciprocity FTE for 1999-00 (the most recent actual enrollment data available at the time) divided by 2 to reflect marginal cost, equals approximately \$3,500.
- (3) The one-time adjustment is to be applied in 2003-04 only. Consistent with the Commission's September, 1997 action, the adjustment is NOT to be applied in 2004-05, because the stable campus is expected to manage its enrollment back within the bracket by that time.

More specifically, as extracted from the Commission's September 1997 agenda material, " If growth occurs above the upper end of the bracket, or if losses occur below the lower end of the bracket, a one-time adjustment will reflect the aberration. The adjustment is one-time, not permanent, because there is an expectation that enrollments will quickly return to the bracketed range. If that does not happen, the Commission and the institution will revisit the issue of the appropriate enrollment level for the affected stable campus."

Expenditures X

CHANGING CAMPUS EXPENDITURE ADJUSTMENT FOR ENROLLMENT CHANGE 2003-05 BIENNIUM

FOR (campus)

	4-year Average <u>1998-02</u>	Actual <u>2000-01</u>	Actual <u>2001-02</u>	Budgeted <u>2002-03</u>	Estimated <u>2003-04</u>	4-year Average <u>(2000-04)</u>
A. Indiana Resident FTE Enrollment (Note 1)						
1. Undergraduate		_____	_____	_____	_____	
2. Graduate/Professional		_____	_____	_____	_____	
B. Reciprocity Non-Resident FTE Enrollment (Note 1)						
1. Undergraduate		_____	_____	_____	_____	
2. Graduate/Professional		_____	_____	_____	_____	
C. Total Eligible FTE Enrollment (A+B)	_____	_____	_____	_____	_____	_____
D. FTE Enrollment Change						
1. Line C: 2000-04 4-Year Average FTE (Note 2)	_____					
2. Line C: 1998-02 4-Year Average FTE (Note 3)	_____					
3. Enrollment Change = D-1 minus D-2)	_____					
4. Adjustment amount per FTE (Note 4)	\$3,500					
5. Adjustment = (3) * (4)	_____					

Notes:

- (1) FTE enrollment figures must balance **Background IV** Schedule.
- (2) The 2000-04 four-year average is the simple arithmetic average of the totals for 2000-01, 2001-02, 2002-03, and 2003-04.
- (3) The 1998-02 four-year average is the amount to which the previous biennial budget was adjusted, as follows: IUE 1,420; IUK 1,764; IUN 3,459; IUSB 4,508; IUSE 4,234; IPH 4,584; IPN 16,031; PUC 5,681; PUNC 2,214; IPFW 6,749; USI 6,859; BSU 16,132; VU 6,344; ITSC 25,106; ISU Mediated Instruction 650

Expenditures X (continued)

- (4) The 2002-03 operating appropriation of \$1,117,743,616 divided by the 158,639 total Hoosier (net of Purdue SWT) and reciprocity FTE for 1999-00 (the most recent actual enrollment data available at the time) divided by 2 to reflect marginal cost, equals approximately \$3,500.
- (5) For the purpose of calculating enrollment-change funding for extension, off-campus, and distance education students enrolled in for-credit courses offered by stable campuses (Indiana University Bloomington, Purdue University West Lafayette, and Indiana State University), the following definitions and procedures apply:
 - a. Only students enrolled at sites outside of the county in which the main campus is situated (Tippecanoe for PUWL, Monroe for IUB, and Vigo for ISU) are eligible for inclusion. These students should be identified by their primary site of instruction.
 - b. Furthermore, only students taking *50% or more* of their credits outside of the home campus county are eligible for inclusion. For example, a student taking six credit hours by some form of mediated instruction from IUB in Morgan County and three credit hours at the IUB campus would be eligible for inclusion on Expenditures X, while a student taking three credit hours of mediated instruction from IUB in Morgan County and six credit hours at the IUB campus would not be eligible for inclusion.
 - c. Only the credit hours generated off-campus will be included in the FTE submitted on Expenditures X. In the preceding example, the student taking six hours in Morgan County and three credit hours in Monroe County would contribute six hours toward the FTE reported on Expenditures X and three hours toward the FTE reported on Expenditures IX.
 - d. FTE included in Expenditures X should not be included on Expenditures IX. The FTE enrollment figures on Expenditures X plus the FTE enrollment figures on Expenditures IX must balance FTE reported on Background Schedule IV.

Expenditures XI
GENERAL FUND EXPENDITURES FOR COMPUTING TECHNOLOGY
FOR (campus)

	<u>Actual</u> <u>2000-01</u>	<u>Actual</u> <u>2001-02</u>	<u>Budgeted</u> <u>2002-03</u>
A. <u>COMPUTER EQUIPMENT & SOFTWARE</u>¹			
1. Computer Equipment Purchase			
2. Computer Equipment Rental			
3. Computer Equipment Maintenance			
4. Computer Software Purchase			
5. Computer Software Rental			
6. Computer Software Maintenance			
 SUBTOTAL			
B. <u>PERSONAL SERVICES</u>			
1. Central Computer Tech. Organizations ²			
2. University Departments ³			
 SUBTOTAL			
 TOTAL			

Notes:

- (1) List individual expenditure codes or subcodes which apply to your institution. Six examples are shown here.
- (2) List individual organizations in a footnote. While titles will vary, typical examples include "Computer Center," "Administrative Computing Services," "Academic Computer Labs," etc. Amounts should be net of chargebacks from other funds.
- (3) When estimating, explain the basis for the estimates.

Income I

GROSS STUDENT FEE REVENUE ANALYSIS

FOR (campus)

	<u>2000-01 (Actual)</u>		<u>2001-02 (Actual)</u>		<u>2002-03 (Budgeted)</u>		<u>2003-04 (Projected)</u>		<u>2004-05 (Projected)</u>	
	<u>Unre-</u> <u>stricted</u>	<u>Restricted/</u> <u>Auxiliary</u>	<u>Unre-</u> <u>stricted</u>	<u>Restricted/</u> <u>Auxiliary</u>	<u>Unre-</u> <u>stricted</u>	<u>Restricted/</u> <u>Auxiliary</u>	<u>Unre-</u> <u>stricted</u>	<u>Restricted/</u> <u>Auxiliary</u>	<u>Unre-</u> <u>stricted</u>	<u>Restricted/</u> <u>Auxiliary</u>
I. BUDGET INFORMATION										
A. Instructional and Academic Facilities Fee Revenue										
1. Resident (Note 1)										
a. Undergraduate										
b. Graduate										
c. Professional										
2. Non-Resident										
a. Undergraduate										
b. Graduate										
c. Professional										
SUBTOTAL										
B. Other Fees										
1. Continuing Education										
2. Special Course Fees (Lab)										
3. Incidental Student Fees										
4. Non-Credit Course Fees										
SUBTOTAL										
C. Gross Unrestricted Fees (=A+B)										
D. Academic Facilities Fees Contained in (A)										
1. Debt Service										
2. Coverage or Reserve Requirements										
SUBTOTAL										
E. Net Unrestricted Fees (= C-D)										

Income I

GROSS STUDENT FEE REVENUE ANALYSIS *(continued)*

FOR (campus)

F. Other Dedicated Fee Revenue

- | | | | |
|---|----------|----------|----------|
| 1. Student Activities (examples are listed) | (Note 2) | (Note 2) | (Note 2) |
| a. Intercollegiate Athletics | | | |
| b. Student publications/newspaper | | | |
| c. Student Government | | | |
| 2. Performance Facilities (examples are listed) | | | |
| a. Hall of Music | | | |
| b. Student Center | | | |
| c. Health Center | | | |
| 3. Technology Fee | | | |
| 4. Other Items (specify) | | | |

SUBTOTAL

G. Gross Fee Base (Note 3) (= C+F)

Note 1: Include non-resident reciprocity students with Indiana residents.

Note 2: By convention, "other dedicated fee revenue" for each of the two projected years is exactly equal to the base year amount.

Note 3: If the 2000-01 gross fee base reported on line G as actual does not equal the amount reported for student tuition and fees in the *Statement of Current Fund Revenues and Expenditures* in the 2000-01 Annual Financial Report, attach a reconciliation schedule.

Income II

DEBT SERVICE¹ ON CAPITAL PROJECTS, 2003-05 BIENNIUM

FOR (campus)

2000-01	2001-02	2002-03	2003-04	2004-05
<u>Actual</u> ²	<u>Actual</u> ²	<u>Budget</u> ³	<u>Requested</u>	<u>Requested</u>

Projects Eligible for Fee Replacement

Acts of 1953 or 1965

Existing Debt Service: Permanently Scheduled

Existing Debt Service: Interim & Variable Rate

New Debt Service⁴:

A. (identify)

B. (identify)

C. (identify)

SUBTOTAL

Acts of 1927 or 1929³

Existing Debt Service: Permanently Scheduled

Existing Debt Service: Interim & Variable Rate

New Debt Service⁴:

A. (identify)

B. (identify)

C. (identify)

TOTAL DEBT SERVICE

Notes:

1. Includes all forms of Regular Debt Service; does not contain coverage or reserve amounts.
2. Generally Actual and Budgeted Debt Service will equal Appropriated Amounts unless there has been an intervening bond issue.
3. Acts of 1927 and 1929 projects which receive fee replacement should be included with an appropriate footnote.
4. Assume 20 years @ 5.75%. Show "\$0" if debt service for new projects will not be requested until the next (2005-07) biennium.

Background I-A
OVERVIEW OF SOURCES OF REVENUE & EXPENDITURES BY CATEGORY
2001-02 BUDGETED DATA
FOR (campus)

	Legislative Budget (1)	Reconciliation (2)	General Fund Budget (3)=(1)+(2)	Designated & Restricted Funds (4)	Auxiliary Enterprises (5)	TOTAL ALL FUNDS (6)=(3)+(4)+(5)
<u>REVENUE</u>						
Student Tuition/Fees: Gross Fee Base	_____	_____	_____	_____	_____	_____
State Appropriation - Operating	_____	_____	_____	_____	_____	_____
State Appropriation - Debt Service	_____	_____	_____	_____	_____	_____
State Appropriation - Special (identify)	_____	_____	_____	_____	_____	_____
Administrative and Indirect Cost Recovery	_____	_____	_____	_____	_____	_____
Sales and Service	_____	_____	_____	_____	_____	_____
Investment, Endowment, and other Income	_____	_____	_____	_____	_____	_____
Other Instruction and Departmental Research	_____	_____	_____	_____	_____	_____
Other Revenue (identify)	_____	_____	_____	_____	_____	_____
Total Revenue	_____	_____	_____	_____	_____	_____
<u>EXPENDITURES</u>						
PERSONAL SERVICES						
Salaries & Wages			_____			
Retirement - PERF Program			_____			
Retirement - TIAA Program			_____			
Social Security			_____			
Life Insurance			_____			
Health/Medical Insurance			_____			
Other Personal Services (identify)			_____			
Total Personal Services	_____	_____	_____	_____	_____	_____
SUPPLIES & EXPENSES						
General S & E			_____			
Energy			_____			
Utilities			_____			
Property & Liability Insurance			_____			
Other Supplies and Expenses			_____			
Total Supplies & Expenses	_____	_____	_____	_____	_____	_____
STUDENT ASSISTANCE	_____	_____	_____	_____	_____	_____
OTHER	_____	_____	_____	_____	_____	_____
Total Expenditures	_____	_____	_____	_____	_____	_____

Background I-B
OVERVIEW OF SOURCES OF REVENUE & EXPENDITURES BY CATEGORY

2002-03 BUDGETED DATA

FOR _____ (campus) _____

	Legislative Budget (1)	Reconciliation (2)	General Fund Budget (3)=(1)+(2)	Designated & Restricted Funds (4)	Auxiliary Enterprises (5)	TOTAL ALL FUNDS (6)=(3)+(4)+(5)
<u>REVENUE</u>						
Student Tuition/Fees: Gross Fee Base	_____	_____	_____	_____	_____	_____
State Appropriation - Operating	_____	_____	_____	_____	_____	_____
State Appropriation - Debt Service	_____	_____	_____	_____	_____	_____
State Appropriation - Special (identify)	_____	_____	_____	_____	_____	_____
Administrative and Indirect Cost Recovery	_____	_____	_____	_____	_____	_____
Sales and Service	_____	_____	_____	_____	_____	_____
Investment, Endowment, and other Income	_____	_____	_____	_____	_____	_____
Other Instruction and Departmental Research	_____	_____	_____	_____	_____	_____
Other Revenue (identify)	_____	_____	_____	_____	_____	_____
Total Revenue	_____	_____	_____	_____	_____	_____
<u>EXPENDITURES</u>						
PERSONAL SERVICES						
Salaries & Wages			_____			
Retirement - PERF Program			_____			
Retirement - TIAA Program			_____			
Social Security			_____			
Life Insurance			_____			
Health/Medical Insurance			_____			
Other Personal Services (identify)			_____			
Total Personal Services	_____	_____	_____	_____	_____	_____
SUPPLIES & EXPENSES						
General S & E			_____			
Energy			_____			
Utilities			_____			
Property & Liability Insurance			_____			
Other Supplies and Expenses			_____			
Total Supplies & Expenses	_____	_____	_____	_____	_____	_____
STUDENT ASSISTANCE	_____	_____	_____	_____	_____	_____
OTHER	_____	_____	_____	_____	_____	_____
Total Expenditures	_____	_____	_____	_____	_____	_____

Background II-A
RETIREMENT OF PRINCIPAL FOR OUTSTANDING CAPITAL DEBT
(Projects Eligible for Fee Replacement)

FOR (campus)

	Outstanding Principal <u>June 30, 2001</u>	Outstanding Principal <u>June 30, 2002</u>	Outstanding Principal <u>June 30, 2003</u>	Estimated Outstanding Principal <u>June 30, 2004</u>	Estimated Outstanding Principal <u>June 30, 2005</u>
I. <u>List of Projects Eligible for Fee Replacement</u>					
ACTS OF 1953 OR 1965					
Existing Debt: Permanently Scheduled	_____	_____	_____	_____	_____
Existing Debt: Interim & Variable Rate	_____	_____	_____	_____	_____
SUBTOTAL					
New Debt					
A. <u>(identify)</u>			_____	_____	_____
B. <u>(identify)</u>			_____	_____	_____
C. <u>(identify)</u>			_____	_____	_____
SUBTOTAL					
ACTS OF 1927 OR 1929					
Existing Debt: Permanently Scheduled	_____	_____	_____	_____	_____
Existing Debt: Interim & Variable Rate	_____	_____	_____	_____	_____
SUBTOTAL					
New Debt					
A. <u>(identify)</u>			_____	_____	_____
B. <u>(identify)</u>			_____	_____	_____
C. <u>(identify)</u>			_____	_____	_____
SUBTOTAL					
TOTAL	_____	_____	_____	_____	_____

Background II-B
RETIREMENT OF PRINCIPAL FOR OUTSTANDING CAPITAL DEBT
(Projects Not Eligible for Fee Replacement)

	<u>FOR (campus)</u>				
	Outstanding Principal <u>June 30, 2001</u>	Outstanding Principal <u>June 30, 2002</u>	Outstanding Principal <u>June 30, 2003</u>	Estimated Outstanding Principal <u>June 30, 2004</u>	Estimated Outstanding Principal <u>June 30, 2005</u>
II. <u>Projects Not Eligible for Fee Replacement</u>					
ACTS OF 1953 OR 1965					
Existing Debt: Permanently Scheduled	_____	_____	_____	_____	_____
Existing Debt: Interim & Variable Rate	_____	_____	_____	_____	_____
SUBTOTAL					
New Debt					
A. <u>(identify)</u>			_____	_____	_____
B. <u>(identify)</u>			_____	_____	_____
C. <u>(identify)</u>			_____	_____	_____
SUBTOTAL					
ACTS OF 1927 OR 1929					
Existing Debt: Permanently Scheduled	_____	_____	_____	_____	_____
Existing Debt: Interim & Variable Rate	_____	_____	_____	_____	_____
SUBTOTAL					
New Debt					
A. <u>(identify)</u>			_____	_____	_____
B. <u>(identify)</u>			_____	_____	_____
C. <u>(identify)</u>			_____	_____	_____
SUBTOTAL					
TOTAL	_____	_____	_____	_____	_____

Background III

SPECIAL FEE REMISSIONS AND/OR WAIVERS INCLUDED AS EMPLOYEE COMPENSATION

FOR (campus)

2000-01 Actual	2001-02 Actual	2002-03 Base Budget	2003-04 Projected	2004-05 Projected
<u>Awards</u> \$	<u>Awards</u> \$	<u>Awards</u> \$	<u>Awards</u> \$	<u>Awards</u> \$

I. Budget Information

A. Undergraduate Fee Remissions

- a. Resident
- b. Non-Resident

Total Undergraduate Fee Remissions

B. Graduate Fee Remissions

- a. Resident
- b. Non-Resident

Total Graduate Fee Remissions

C. Faculty and Staff Courtesy Fee Remissions

- 1. Employed Faculty or Staff
 - 2. Spouses
 - 3. Dependents of Faculty and Staff
- **Total Courtesy Fee Remissions**

D. Other Special Fee Remissions

TOTAL SPECIAL FEE REMISSIONS

II. Explanations

- 1. The dollars reported under this schedule and **Expenditures Schedule VIII** should be mutually exclusive; dollars for this schedule should have been reported in previous schedules as compensation.

Background IV

STUDENT ENROLLMENT (CREDIT INSTRUCTION) BY RESIDENCY STATUS

FOR (campus)

	<u>1999-00</u> <u>Actual</u>	<u>2000-01</u> <u>Actual</u>	<u>2001-02</u> <u>Actual</u>	<u>2002-03</u> <u>Budgeted</u>	<u>2003-04</u> <u>Estimated</u>	<u>2004-05</u> <u>Estimated</u>
I. ANNUAL HEADCOUNT						
A. Undergraduate						
1. Indiana Resident						
2. Non-Resident						
3. Reciprocity Non-Resident						
B. Graduate/Professional						
1. Indiana Resident						
2. Non-Resident						
3. Reciprocity Non-Resident						
TOTAL						
II. ANNUAL FULL-TIME EQUIVALENT (FTE) STUDENTS						
A. Undergraduate						
1. Indiana Resident						
2. Non-Resident						
3. Reciprocity Non-Resident						
B. Graduate/Professional						
1. Indiana Resident						
2. Non-Resident						
3. Reciprocity Non-Resident						
TOTAL						

Notes: (1) Totals for 1999-00, 2000-01, and 2001-02 must balance previously submitted SIS data.

Background V-A

CAMPUS TECHNOLOGY CHECKLIST FOR THE SPRING 2002 TERM

FOR **(campus)** _____

	YES	NO	<u>Comments/Explanation</u> (Note the extra cost of using this service, if any)
1. Can students apply for admission on-line?			
2. Can students register on-line?			
3. Can students drop/add on line?			
4. Can students see their statements of account (charges, payments) on line?			
5. Can students/parents make on-line (charge card) payments?			
6. Can students apply for financial aid on-line?			
7. Can students see their grades on-line?			
8. Can students request a transcript on-line?			
9. Can students electronically check the status of library books?			
10. Is off-campus dial-up access to the campus network provided?			
11. Is each student assigned an account?			
12. Is each faculty member assigned an account?			
13. May students keep their accounts after they graduate or leave the institution?			
14. May alumni obtain an account?			
15. Is server space provided for each student to have a personal web page, if desired?			
16. Is server space provided for each faculty member to have a personal web page, if desired?			
17. Is server space provided for each faculty member to have a work-related web page, if desired?			
18. Is telephone technical support provided to all accounts?			
19. Is one-on-one (person-to-person) technical support offered for student-owned computers?			
20. Do all student residence halls have computer labs?			

21. How many computers are available on campus for students to use ...
 in unrestricted general-use computer labs? _____
 in computer labs reserved for specific courses? _____
 in shared or multi-purpose computer labs? _____
 Total computers _____
22. What percent of student rooms in on-campus student housing have a direct network connection? _____
23. For residence hall rooms shared by more than one student, does each student have his/her own connection? (Please answer: always, usually, sometimes, rarely, or never) _____
24. During peak hours, what is the typical number of off-campus dial-up attempts prior to connection? _____
25. During peak hours, how long is the typical wait to use a computer in an unrestricted lab? _____

Background V-B
REPORT ON 2001-02 TECHNOLOGY FUNDING INITIATIVE
FOR (campus)

**Note: Background V-B may be submitted separately, by November 15, 2002*

During the 2001-02 academic year, institutions submitted spending plans for their 2001-02 one-time technology fund appropriations.

Background Schedule V-B provides an opportunity for institutions to report ***actual*** expenditures, and to compare/contrast these figures with the earlier spending plans.

Please organize your response using the same expenditure categories you used earlier:

1. Direct Instruction
2. Student Access
3. Student Services
4. Academic Support
5. Research
6. Administration

Note that submission of Background Schedule V-B may optionally be delayed until November 15, 2002, if necessary to report actual (rather than budgeted) 2001-02 financial data.

Background VI

**2002-03 BUDGETED EXPENDITURES FOR PLANT OPERATIONS AND MAINTENANCE
FOR (campus)**

	Research and Nonclass Laboratory Facilities ¹	Other Facilities ²	All Facilities ³
A. PERSONAL SERVICES			
B. SUPPLIES & EXPENSES			
1. General S & E			
2. Energy			
3. Utilities			
4. Fire & Casualty Insurance			
TOTAL SUPPLIES & EXPENSE	_____	_____	_____
C. TOTAL PLANT OPERATIONS AND MAINTENANCE EXPENDITURES (A + B)	_____	_____	_____
D. TOTAL GROSS SQUARE FEET	_____	_____	_____
E. TOTAL ASSIGNABLE SQUARE FEET	_____	_____	_____
F. PLANT O&M EXPENDITURES PER GSF (C ÷ D)	_____	_____	_____
G. PLANT O&M EXPENDITURES PER ASF (C ÷ E)	_____	_____	_____

Total campus academic/administrative assignable square feet _____

Total assignable square feet classified as research/nonclass laboratory _____

Notes:

1. Include ONLY academic/administrative buildings in which 50% or more of the assignable space is classified as 250 and 255 under the definitions in the *1992 Postsecondary Education Facilities Inventory and Classification Manual*. Do NOT include auxiliary facilities.

2. Include all other academic/administrative space. Do NOT include auxiliary facilities.

3. Includes all facilities reported in columns one and two.

Campuses may optionally expand this table to include additional expenditure categories, but the above expenditure categories are not to be condensed into more inclusive categories.

Background VII

**SPONSORED RESEARCH AND UNIVERSITY GENERAL FUND SUPPORT FOR RESEARCH
FOR (campus)**

	<u>1997-98</u> <u>Actual</u>	<u>1998-99</u> <u>Actual</u>	<u>1999-00</u> <u>Actual</u>	<u>2000-01</u> <u>Actual</u>	<u>2001-02</u> <u>Budgeted</u>	<u>2002-03</u> <u>Estimated</u>	<u>2003-04</u> <u>Estimated</u>
A. Total Research Costs ¹							
Dollar Increase in Research Funding							
Contributions to Facilities and Administrative Costs							
B. Calculated Facilities and Administrative Costs (2)							
C. Facilities and Administrative Costs Recovered							
D. Total Unrecovered Facilities and Administrative Costs (B - C)	_____	_____	_____	_____			
Direct Cost Support from University General Funds							
E. Voluntary Cost Sharing							
F. Mandatory Cost Sharing							
G. Total Direct Cost Support (E + F)	_____	_____	_____	_____			
H. Total University Support of Research from General Funds (D + G)	_____	_____	_____	_____			
I. % University Support to Total Research Costs (H ÷ A)	_____	_____	_____	_____			

Notes:

1. Per university financial reports for actual years. Includes restricted and unrestricted research expenditures as reported in university financial reports' "Statement of Current Fund Expenditures and Transfers."
2. Based upon calculated F&A costs per appropriate university Facilities and Administrative Cost Study.

Background VIII

**Note: Background VIII may be submitted separately, by November 15, 2002*

REPORT ON SELECTED INSTITUTIONAL CHARACTERISTICS

	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>
All institutions:					
Average SAT scores of entering class (if applicable) ¹					
Number of entering students in top 10% of high school class ¹					
Number of entering students in top 20% of high school class ¹					
Number of entering students in top 30% of high school class ¹					
Number of entering students in top 40% of high school class ¹					
Number of entering students in top 50% of high school class ¹					
Number of applicants for admission as first-time degree-seeking undergraduates ¹					
Percentage of applicants for admission as first-time undergraduates admitted ¹					
Number of students age 25 and older enrolled for credit					
Percentage of students age 25 and older enrolled for credit					
Number of entering Hoosier students who completed Core 40 or an Academic Honors Diploma					
Percentage of entering Hoosier students who completed Core 40 or AHD					

Background VIII (Continued)

REPORT ON SELECTED INSTITUTIONAL CHARACTERISTICS

	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>
Percentage of graduates remaining in Indiana one-year after graduation ²					
Associate/Certificate					
Baccalaureate (if applicable)					
Graduate/Professional (if applicable)					
Ratio of fee-replaced debt service to operating appropriations					
Percentage of E&G expenditures for direct instruction					
Average unmet financial need of resident undergraduates before loans ³					
Average student loan debt of resident baccalaureate graduates who borrowed ⁴					
Graduates by field and level	Please submit Part A of the five most recent IPEDS Completions Surveys or their successors completed by your campus				
Total sponsored grants and contracts					
Total sponsored research grants and contracts (if applicable) ⁵					
Number of remedial sections ⁶					
Total enrollment in remedial sections ⁷					

Background VIII (Continued)

REPORT ON SELECTED INSTITUTIONAL CHARACTERISTICS

Graduation Rate ⁸								
	1992-93 Cohort	1993-94 Cohort	1994-95 Cohort	1995-96 Cohort	1996-97 Cohort	1997-98 Cohort	1998-99 Cohort	1999-00 Cohort
Four-year Institutions								
Four-year								not applicable
Five-year							not applicable	not applicable
Six-year						not applicable	not applicable	not applicable
Two-year persistence ⁹								
Two-year Institutions								
Two-year graduation rate								
Transfer rate ¹⁰								

Notes to Background Table VIII

1. Report separately for residents and nonresidents.
2. Include all graduates regardless of residency status.
3. Unmet need is defined as follows: total cost of attendance – (expected parent contribution + expected student contribution + all grants, scholarships, and fee remissions)
4. Do not include PLUS loans (or other loans for which parents are responsible) in this calculation.
5. Research as defined in the IPEDS Finance Survey modified to remove internally funded research; i.e., “This category includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency **external** to the institution. Do not report nonresearch sponsored programs.”
6. Remedial education as defined by NCES; i.e., “Courses provided in reading, writing, or mathematics for college students lacking those skills necessary to perform college-level work at the level required by the institution; thus, what constitutes remedial courses varies from institution to institution.” All remedial sections for which credit hours are reported in the Student Information System should be reported here. Total enrollment is duplicated headcount.
7. Total enrollment in remedial sections is equal to the total headcount enrollment in all reported remedial sections.
8. Graduation rate for first-time, full-time degree-seeking undergraduates as defined in the IPEDS Graduation Rate Survey or its precursors or successors. Four-, five-, and six-year graduation rates should be calculated based on the information submitted on the IPEDS Graduation Rate Survey or its precursors or successors.
9. Two-year persistence should be reported on the same cohort basis as graduation rate. Persistence is defined as first-time, full-time degree-seeking undergraduates who return for the fall of their second year.
10. Transfer rate should be reported on the same cohort basis as persistence and graduation rate, using cohorts submitted for the IPEDS Graduation Rate Survey or its precursors or successors. Institutions may report transfer-out information submitted on the IPEDS Graduation Rate Survey or its precursors or successors or provide alternative calculations. Please include an explanation of method of calculation if submitting data not based on the IPEDS submission.

**Instructions for Presentation
of the
2003-05 Capital Improvement Budget Requests
by the
Public Postsecondary Educational Institutions**

**INSTRUCTIONS FOR PRESENTATION OF THE
2003-05 CAPITAL IMPROVEMENT BUDGET REQUESTS BY THE
PUBLIC POSTSECONDARY EDUCATIONAL INSTITUTIONS**

INTRODUCTION

The public universities and Ivy Tech State College (ITSC) should prepare their 2003-05 Capital Improvement Budget Requests in accordance with the following instructions and guidelines.

DATE FOR SUBMISSION OF CAPITAL IMPROVEMENT BUDGET REQUEST

Schedule A (Summary) and Schedules C, D, and E (concerning Ten-Year Capital Plans) are to be submitted by ***April 15, 2002***. Full 2003-05 Capital Improvement Budget Requests are to be submitted no later than ***June 15, 2002***. Each capital improvement budget request document should be presented in **bound form, 8-1/2" x 11" in size.**

Copies of the Capital Improvement Budget Requests should be made available to the following:

	<u>Number of Copies</u>
State Budget Agency	4
Senate Finance Committee	4
House Ways and Means Committee	4
Commission for Higher Education	6
Department of Workforce Development	1
Department of Natural Resources	1
Legislative Services Agency	1

CONTENT OF CAPITAL IMPROVEMENT BUDGET REQUEST

The following information, which summarizes and provides supporting documentation for capital budget requests, should be provided by each institution. While capital budget requests should be presented for the total institution, individual capital improvement projects associated with specific campuses within multi-campus systems should be identified by campus. The content of the institutional capital budget request should include the following items in the order listed:

- General Summary Statement of Capital Improvement Budget Request
- Schedule A -- Summary of Capital Budget Request for 2003-05
- Schedule B -- Capital Improvement Project Report, 2001-03
- Schedule C -- Ten-Year Capital Improvement Plan (Buildings)
- Schedule D -- Ten-Year Capital Improvement Plan (Land)
- Schedule E -- Disposition of 2001-03 Planned Projects
- Schedule F -- Expected Utilization of 2003-05 General R & R Funds
- Individual Special R & R Project Request Information
- Individual New Construction Project Request Information
- Individual Facility Acquisition Project Request Information
- Individual Land Acquisition Project Request Information
- Individual Lease Acquisition Project Request Information

GENERAL SUMMARY STATEMENT OF CAPITAL IMPROVEMENT BUDGET REQUEST

A brief overview of the capital budget request should highlight the significant features of the requests. Included in the general statement should be discussion about:

- The relationship of projects requested to the long-range plans of the institution and the economic and other needs of the state.
- An explanation of the considerations that went into the setting of priorities of the various repair and rehabilitation, new construction, and acquisition projects, including the need for and contribution of each project.
- The overall basis of the General Repair and Rehabilitation Budget request.

- Additional information the institution feels is important to discuss in order to better understand the project or projects for which support is requested.
- The projects which warrant special consideration because of health and safety related issues.
- The disposition of key changes in the institution's current ten-year capital plan from the plan submitted for the 2001-03 biennium.
- Projects for which special funding (*e.g.*, students, private gifts) is either available or planned.
- Debt service savings which have resulted from restructured or refunded capital bonding, or other innovative approaches to capital financing.

SCHEDULE A -- SUMMARY OF CAPITAL BUDGET REQUEST FOR 2003-05

Each institution is requested to prepare a summary table of its capital budget request, following the attached format. Individual projects for which all or some part of the funding source is to be state cash appropriation, bond sales, or lease-purchase arrangements should be listed under the following categories: Special Repair and Rehabilitation; New Construction; Acquisition (Land and/or Building); and Other Projects. Individual General Repair and Rehabilitation projects need not be listed. Multi-campus systems should note that all projects for all campuses are to be reported on one schedule, with system-wide priorities reported.

Although Schedule A is to be submitted earlier (April 15, 2002) than the remaining detailed schedules, it should be reprinted in the subsequent full capital budget request.

SCHEDULE B -- CAPITAL IMPROVEMENT PROJECT REPORT, 2001-03

Each institution is requested to provide a brief historical summary of all capital improvement projects which were completed during the 2001-03 biennium or that were in progress as of June 30, 2002. Projects classified as "in progress" should include all those projects that were under construction or for which state authorization for construction has been received as of June 30, 2002. Note that the total cost figure includes all project cost components identified on Attachment D of the capital project budget request forms.

SCHEDULES C, D, AND E -- TEN-YEAR CAPITAL IMPROVEMENT PLANS

The ten-year capital improvement plan should include a narrative that provides an overview of how the components of the plan relate to campus mission, long-range campus and institutional planning for facilities, academic programs, and enrollment needs; and to the economic or other needs of the state. Particular attention should be paid to projects planned for the first two biennia of the ten-year plan.

For each campus, a ten-year projection of capital improvement projects should be provided. The individual projects within the two capital improvement categories (buildings, land) should be identified with estimated size and budget amounts shown for the biennial period in which funding for the project will be requested.

All projects planned during the ten-year period should be shown, **regardless of the source of funding**. State funding should include cash appropriations and long-term debt financing by either bond sale or lease-purchase arrangements. For each biennial period, anticipated elimination of space (*e.g.*, a planned sale of real estate) should also be shown in order that a net impact on the campus's total inventory is shown.

Any anticipated capital project which may involve the alteration or demolition of an historic site or structure is to be specially noted and explained in the narrative.

Schedule E is intended to describe what has happened to projects which were scheduled for 2001-03 on the ten-year capital plan submitted two years ago. The disposition of each project should be noted.

Although Schedules C, D, and E are to be submitted earlier (April 15, 2002) than the remaining detailed schedules, they should be reprinted in the subsequent full capital budget request.

SCHEDULE F -- EXPECTED UTILIZATION OF 2003-05 GENERAL R & R FUNDING

Each university should have in place a comprehensive long-term plan for General Repair and Rehabilitation. The corresponding expected expenditure of these funds for 2003-05 should be recorded in Schedule F. Categories of expenditure are suggested in Schedule F but may, within reason, be modified to reflect categories used internally by each institution. If a narrative response is preferred to the Schedule F format, that, too, is acceptable.

It is recognized that universities may undertake special repair and rehabilitation programs which span two or more biennia; in such cases a brief description of the plan should be noted, footnoted, or attached as a written explanation.

It is also recognized that institutions may envision one or more large projects funded from General R & R. All such projects should conform to the Guidelines for General R & R projects previously established.

INDIVIDUAL PROJECT REQUEST INFORMATION

For each and every Special Repair and Rehabilitation, New Construction, Acquisition (facility, land, or lease), and Termination project requested, a project summary form and supporting information should be submitted as part of the capital budget request document. In the case of a combined New Construction--Repair and Rehabilitation project, complete all New Construction project forms and include attachments C--F of the Special R & R request forms. Examples of the format and supporting information requests are attached to these instructions.

It is expected that all academic new construction and Special Repair and Rehabilitation projects included in an institution's capital budget request will have had advanced planning, and that the results of this planning will be evident in the project summary. It is recognized that institutional planning processes vary greatly; however, in general, the institution must have moved beyond the academic program statement stage to a consideration of the architectural details of the project. This advanced stage may include architectural statements, site analysis and planning, illustrative floor plans and elevations, etc., and descriptions of key building features. In any event, it is required that planning will have proceeded to the point where reliable construction cost estimates can be prepared.

Schedule A

SUMMARY OF CAPITAL BUDGET REQUEST FOR 2003-05

<u>Capital Budget Item</u>	<u>Budget Agency Number</u> ⁽¹⁾	Institutional System-wide <u>Priority</u>	<u>State Funding</u>			<u>Non-State Funding</u>	<u>Total Budget Request</u>	<u>Annual Debt Service</u> ⁽²⁾	
			<u>Cash</u>	<u>Bonding Authority</u>	<u>Lease- Purchase</u>			<u>Fee Replacement</u>	<u>Non-State Debt Service</u>
I. R & R Formula Facilities Infrastructure/Utilities TOTAL									
II. Special R & R (List Projects)									
III. Technology (List Projects)									
IV. New Construction (List Projects)									
V. Acquisition (Facility, Land, or Lease) (List Projects)									
VI. Other (List Projects)									
VII. Grand Total									

Notes:

(1) See Appendix A.

(2) Assume 20 years at 5.75%

Schedule B

**CAPITAL IMPROVEMENT PROJECT REPORT 2003-05
FOR (campus)**

<u>Project Title</u>	<u>Budget Agency Number</u>	<u>Project Size (GSF)</u>	<u>Total Project Cost</u>	<u>State Appropriation</u>	<u>Bonding Authority</u>	<u>Gifts Grants</u>	<u>Lease- Purchase</u>	<u>Other Funds</u>
----------------------	-------------------------------------	-----------------------------------	-----------------------------------	--------------------------------	------------------------------	-------------------------	----------------------------	------------------------

Part I: Projects Completed During 2001-03 Biennium

- I. R & R Formula
- II. Special R & R
- III. New Construction
- IV. Acquisition (facilities, land, & lease)
- V. Termination

Part II: Projects in Progress on June 30, 2002

- I. R & R Formula
- II. Special R & R
- III. New Construction
- IV. Acquisition (facilities, land, & lease)
- V. Termination

Part III: Previously Authorized Projects Yet to be Submitted for Approval

- I. R & R Formula
- II. Special R & R
- III. New Construction
- IV. Acquisition (facilities, land, & lease)
- V. Termination

Schedule C

TEN YEAR CAPITAL IMPROVEMENT PLAN (BUILDINGS)¹ (all amounts expressed in 2003-05 dollars)

	Near-Term 2003-05 Biennium			Medium-Term 2005-07 Biennium			Long-Term 2007-13		
	Projected State <u>Amount</u>	Funding Other <u>Sources²</u>	Space Change <u>ASF</u>	Projected State <u>Amount</u>	Funding Other <u>Sources²</u>	Space Change <u>ASF</u>	Projected State <u>Amount</u>	Funding Other <u>Sources²</u>	Space Change <u>ASF</u>
I. Special R & R									
(List Projects)									
II. New Construction									
(List Projects)									
III. Facilities Acquisition									
(List Projects)									
IV. Lease									
(List Projects)									

¹ Note any projects which may involve the alteration or demolition of an historic site or structure.

² Identify source of non-state (*i.e.* “other”) funding.

Schedule D

TEN YEAR CAPITAL IMPROVEMENT PLAN (LAND)¹

	<u>Project Size (GSF)</u>	Near-Term 2003-05 Biennium		Medium-Term 2005-07 Biennium		Long-Term 2007-13	
		<u>State Amount</u>	<u>Other Amount²</u>	<u>State Amount</u>	<u>Other Amount²</u>	<u>State Amount</u>	<u>Other Amount²</u>
I. Land Acquisition							
(List Projects)							
II. Lease							
(List Projects)							
III. Termination							
(List Projects)							

¹ Note any projects which may involve the alteration or demolition of an historic site or structure.

² Identify source of non-state (*i.e.* “other”) funding.

Schedule E

DISPOSITION OF 2001-03 PLANNED PROJECTS APPEARING IN THE 2001-03 TEN-YEAR CAPITAL PLAN

<u>2001-03 Projects (specify)</u>	<u>Proposed Funding</u>			<u>Disposition*</u>
	<u>Projected State Amount</u>	<u>Other Funding</u>	<u>Space Change Applicable</u>	

BUILDINGS

- Special R & R
- New Construction
- Acquisition
- Lease
- Termination

LAND

- Acquisition
- Lease
- Termination

* Possible responses include: "Delayed until _____," "Handled through General R & R," "Deleted," "Requested and Funded," etc.

Schedule F

**EXPECTED UTILIZATION OF 2003-05
GENERAL REPAIR AND REHABILITATION FUNDING**

	<u>Expected Biennial Expenditure</u>	<u>Explanation of Multi-Biennium Projects</u>
<u>Facilities</u>		
A. Roof Replacement		
B. Code Corrections		
C. Interior Renovation		
D. Exterior Renovation		
E. Health and Safety		
F. Major Renovations		
-- List of Projects		
G. Other		
SUBTOTAL		
<u>Infrastructure/Utilities</u>		
A. Telecommunication		
B. Electrical		
C. Water/Sewer		
D. Steam/Chilled Water/Tunnels		
E. Natural Gas		
F. Sidewalks/Streets		
G. Other		
SUBTOTAL		
TOTAL		

Project Summary

SPECIAL REPAIR AND REHABILITATION

INSTITUTION: _____
PROJECT TITLE: _____

CAMPUS: _____
BUDGET AGENCY NO.: _____
INSTITUTION'S PRIORITY: _____

PROJECT SUMMARY DESCRIPTION (ATTACHMENT A)

SUMMARY OF NEED AND NET CHANGE IN CONTRIBUTION TO EDUCATIONAL SERVICES PROVIDED BY INSTITUTION (ATTACHMENT B)

SPACE DATA (ATTACHMENT C)

AREA AFFECTED BY THE PROJECT: _____ GSF _____ ASF
PROJECT SIZE: _____ GSF _____ ASF _____ ASF/GSF
NET CHANGE IN CAMPUS ACADEMIC/ADMINISTRATIVE SPACE: _____ ASF

TOTAL PROJECT BUDGET (ATTACHMENT D)

TOTAL ESTIMATED COST: _____ \$/GSF

ANTICIPATED DATE OF PROJECT COMPLETION: _____

ANTICIPATED SOURCES OF FUNDING (ATTACHMENT E)

_____	\$
_____	\$
_____	\$
TOTAL BUDGET	\$

ESTIMATED CHANGE IN ANNUAL OPERATING BUDGET AS A RESULT OF THIS PROJECT (ATTACHMENT F)

\$ _____ () INCREASE () DECREASE

NOTE: SEE ATTACHMENTS FOR SUPPORTING INFORMATION REQUEST TO BE SUBMITTED WITH PROJECT SUMMARY FORM.

**Attachment A
Detailed Project Description**

SPECIAL REPAIR AND REHABILITATION

BUDGET AGENCY NUMBER _____

PAGE ____ OF ____

DESCRIPTION OF PROJECT:

Describe the general nature of the project including the location of the facility. Include maps or floor plans if available. Also describe the programmatic functions of the space as it will be utilized upon completion of the project. Enclose a copy of the program statement for the project if prepared.

Describe the current age and condition of the facility to be renovated.

PLANNING CHANGES:

Identify any changes in the programmatic or space allocation planning of the facility if the project was reviewed at the planning review stage.

RELATIONSHIP TO OTHER CAPITAL IMPROVEMENT PROJECTS:

Identify any relationship the proposed project has to other projects that were recently completed, are currently under construction, or are being planned. Also indicate any planned phasing of the proposed project. If any additional improvements are expected within five years of this project, describe these improvements, their schedules, and their funding.

HISTORICAL SIGNIFICANCE

If the project involves the alteration or demolition of historic sites or structures, provide the background information necessary for the reader to understand the related policy issues.

Attachment B
Need and Purpose

SPECIAL REPAIR AND REHABILITATION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

RELATIONSHIP TO MISSION AND LONG-RANGE PLANNING:

Discuss the relationship of this project to the mission of the campus. Indicate how the project has been anticipated in and contributes to long-range academic and facilities plans of the campus and the institution.

NEED AND EXPECTED CONTRIBUTION TO EDUCATIONAL SERVICES:

Discuss the need for the proposed project, including specific contributions that the project will make to the quality and quantity of educational services provided by the campus.

ALTERNATIVES CONSIDERED:

Discuss alternatives to the proposed project that were seriously considered. Please include in this discussion the anticipated benefits of each alternative, the estimated costs of each alternative, and the basis for rejecting each alternative in favor of the proposed project.

PRIORITY RANKING

Describe the relative need for completing this project in relation to all other capital improvement projects requested.

RELATIONSHIP TO LONG-RANGE FACILITY PLANS:

Discuss the relationship of the proposed project to the long-range facilities plans of the campus.

Attachment C
Space Data

SPECIAL REPAIR AND REHABILITATION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

CAMPUS ACADEMIC/ADMINISTRATIVE SPACE:

Gross Square Footage: _____

Assignable Square Footage: _____

TOTAL AREA IN FACILITY OR STRUCTURE:

Gross Square Footage: _____

Assignable Square Footage: _____

PROVIDE A TABULAR BREAKDOWN OF THE FACILITY'S ASSIGNABLE AREA AS PRESENTLY USED AND AS PLANNED UPON COMPLETION OF THE PROJECT:

	ASF		
	<u>TOTAL BUILDING</u>	<u>FUTURE USE</u>	<u>PRESENT USE</u>
<u>INSTRUCTION AND LIBRARY SPACE</u>			
(a) Classroom (110,115)	_____	_____	_____
(b) Class Laboratories (210,215,220,225)	_____	_____	_____
(c) Libraries (410 through 455)	_____	_____	_____
(d) All Other	_____	_____	_____
Subtotal	_____	_____	_____
<u>INSTRUCTION RELATED</u>			
(f) Office (310 through 355)	_____	_____	_____
(g) All Other	_____	_____	_____
<u>RESEARCH SPACE</u>			
(h) Non-Class Laboratories (250,255)	_____	_____	_____
(I) Other	_____	_____	_____
Subtotal	_____	_____	_____
<u>HEALTH CARE SPACE (SUBTOTAL)</u>	_____	_____	_____
<u>RELATED SUPPORTING FACILITIES</u> <u>(SUBTOTAL)</u>	_____	_____	_____
<u>OTHER ASSIGNABLE SPACE (SUBTOTAL)</u>	_____	_____	_____
TOTAL	=====	=====	=====

SPECIAL REPAIR AND REHABILITATION

PAGE__ OF__

ANTICIPATED CONSTRUCTION SCHEDULE		
	<u>MONTH</u>	<u>YEAR</u>
Bid Date	_____	_____
Start Construction	_____	_____
Occupancy	_____	_____

ESTIMATED CONSTRUCTION COST: PROJECT		COST ^(a) <u>BASIS</u>	ESTIMATED ESCALATION ^(b) <u>FACTORS</u>	PROJECT ^(c) <u>COST</u>
Planning Costs				
Academic Facilities Planning Fund		\$ _____	_____	\$ _____
Other Architectural Fees		_____	_____	_____
Construction				
Structure		_____	_____	_____
Mechanical (Plumbing, HVAC, Elevators)		_____	_____	_____
Electrical		_____	_____	_____
Movable Equipment		_____	_____	_____
Fixed Equipment		_____	_____	_____
Site Development/Land Acquisition		_____	_____	_____
Other (Explain)		_____	_____	_____
Total Estimated Project Cost		\$ _____	\$ _____	\$ _____

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Attachment E
Source(s) of Funding
SPECIAL REPAIR AND REHABILITATION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

ESTIMATED TOTAL PROJECT COST \$ _____

SOURCES OF FUNDING:

Prior Appropriation (Acts of ____)	_____	ANNUAL*
State Appropriation Requested	_____	<u>PAYMENT</u>
Bonding Authority (Acts of 1965)	_____	_____
Bonding Authority (Acts of 1929)	_____	_____
Bonding Authority (Acts of 1927)	_____	_____
Lease Purchase	_____	_____
Other _____	_____	_____
(specify)		

*Annual payment based on assumed 20 years @ 5.75%.

EXPLANATION OF ANY UNIQUE FUNDING FEATURES:

Attachment F
Estimated Change in Operating Costs

SPECIAL REPAIR AND REHABILITATION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

GROSS SQUARE FOOTAGE OF AREA AFFECTED BY PROJECT: _____

ANNUAL OPERATING COST

	<u>COST PER SQUARE FOOT</u>	<u>TOTAL COST</u>	<u>PERSONAL SERVICES</u>	<u>SUPPLIES AND EXPENSE</u>
Operations	\$ _____	\$ _____	\$ _____	\$ _____
Maintenance	_____	_____	_____	_____
Fuel	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____
LESS: OPERATING COST OF				
Existing Area Affected	_____	_____	_____	_____
Other Space Affected	_____	_____	_____	_____
ESTIMATED CHANGE IN COST	\$ _____	\$ _____	\$ _____	\$ _____

DESCRIPTION OF ANY UNUSUAL FACTORS AFFECTING OPERATING AND MAINTENANCE COST:

DESCRIPTION OF ANTICIPATED PLANT EXPANSION REQUEST:

Of the above "Estimated Change In Cost," what amount (if any) will be requested as a "plant expansion" adjustment to the institution's operating budget? Beginning on what date? Based on current costs prevailing as of (month, year) _____.

Project Summary

NEW CONSTRUCTION

INSTITUTION: _____
PROJECT TITLE: _____

CAMPUS: _____
BUDGET AGENCY NO.: _____
INSTITUTION'S PRIORITY: _____

PROJECT SUMMARY DESCRIPTION (ATTACHMENT A)

SUMMARY OF NEED AND NET CHANGE IN CONTRIBUTION TO EDUCATIONAL SERVICES PROVIDED BY INSTITUTION (ATTACHMENT B)

SPACE DATA (ATTACHMENT C)

PROJECT SIZE: _____ GSF _____ ASF _____ ASF/GSF

NET CHANGE IN CAMPUS ACADEMIC/ADMINISTRATIVE SPACE: _____ ASF

TOTAL PROJECT BUDGET (ATTACHMENT D)

TOTAL ESTIMATED COST: _____ \$/GSF

ANTICIPATED DATE OF PROJECT COMPLETION: _____

ANTICIPATED SOURCES OF FUNDING (ATTACHMENT E)

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL BUDGET	\$ _____

ESTIMATED CHANGE IN ANNUAL OPERATING BUDGET AS A RESULT OF THIS PROJECT (ATTACHMENT F)

\$ _____ () INCREASE () DECREASE

NOTE: SEE ATTACHMENTS FOR SUPPORTING INFORMATION REQUEST TO BE SUBMITTED WITH PROJECT SUMMARY FORM.

**Attachment A
Detailed Project Description**

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ____

DESCRIPTION OF PROJECT:

Describe the general nature of the project including the location of the facility. Include maps or floor plans if available. Also describe the programmatic functions of the space as it will be utilized upon completion of the project. Enclose a copy of the program statement for the project if prepared.

PLANNING CHANGES:

Identify any changes in the programmatic or space allocation planning of the facility if the project was reviewed at the planning review stage.

RELATIONSHIP TO OTHER CAPITAL IMPROVEMENT PROJECTS:

Identify any relationship the proposed project has to other projects that were recently completed, are currently under construction, or are being planned. Also indicate any planned phasing of the proposed project.

HISTORICAL SIGNIFICANCE

If the project involves the alteration or demolition of historic sites or structures, provide the background information necessary for the reader to understand the related policy issues.

**Attachment B
Need and Purpose**

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

RELATIONSHIP TO MISSION AND LONG-RANGE PLANNING:

Discuss the relationship of this project to the mission of the campus. Indicate how the project has been anticipated in and contributes to long-range academic and facilities plans of the campus and the institution.

NEED AND EXPECTED CONTRIBUTION TO EDUCATIONAL SERVICES:

Discuss the need for the proposed project, including specific contributions that the project will make to the quality and quantity of educational services provided by the campus.

ALTERNATIVES CONSIDERED:

Discuss alternatives to the proposed project that were seriously considered. Please include in this discussion the anticipated benefits of each alternative, the estimated costs of each alternative, and the basis for rejecting each alternative in favor of the proposed project.

PRIORITY RANKING

Describe the relative need for completing this project in relation to all other capital improvement projects requested.

RELATIONSHIP TO LONG-RANGE FACILITY PLANS:

Discuss the relationship of the proposed project to the long-range facilities plans of the campus.

**Attachment C
Space Data**

**NEW CONSTRUCTION
FOR (campus)**

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

	<u>Room Type</u> ^(a)	<u>Current Space In Use</u>	<u>Space Under Construction</u> ^(b)	<u>Space Planned And Funded</u> ^(b)	<u>Subtotal Current & Future Space</u>	<u>Space To Be Terminated As A Result Of This Request</u> ^(b)	<u>Space in New Request</u>	<u>Net Total Future Space</u>
(110 & 115)	Classroom							
(210, 215, 220, 225, 230, 235)	Class Lab							
(250 & 255)	Nonclass Lab							
300	Office Facilities							
400	Study Facilities							
500	Spec Use Facilities							
600	General Use Facilities							
700	Support Facilities							
800	Health Care Facilities							
900	Resident Facilities							
000	Unclassified							
	TOTAL							

(a) Room type classification should follow the categories defined in the Commission's Facilities Inventory and Space Utilization Report.

(b) Identify in footnote the specific facilities that are included in the data in these columns.

Include only space currently in the campus inventory plus new space that has already been authorized, whether it is under construction or not. Only if the proposed project is dependent on another proposed project should the latter project's space data be included in this data.

**Attachment D
Project Cost**

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

ANTICIPATED CONSTRUCTION SCHEDULE	<u>MONTH</u>	<u>YEAR</u>
Bid Date	_____	_____
Start Construction	_____	_____
Occupancy	_____	_____

ESTIMATED CONSTRUCTION COST: PROJECT	<u>COST_(a) BASIS</u>	<u>ESTIMATED ESCALATION_(b) FACTORS</u>	<u>PROJECT_(c) COST</u>
Planning Costs			
Academic Facilities Planning Fund	\$ _____	_____	\$ _____
Other Architectural Fees	_____	_____	_____
Construction			
Structure	_____	_____	_____
Mechanical (Plumbing, HVAC, Elevators)	_____	_____	_____
Electrical	_____	_____	_____
Movable Equipment	_____	_____	_____
Fixed Equipment	_____	_____	_____
Site Development/Land Acquisition	_____	_____	_____
Other (Explain)	_____	_____	_____
Total Estimated Project Cost	\$ _____	\$ _____	\$ _____

(a) Based on current costs prevailing as of (month, year) _____

(b) Explain the basis for arriving at this estimate.

(c) Description of unique building characteristics, design features, construction materials, site development factors or other considerations affecting cost estimates on a separate page immediately following.

**Attachment E
Source(s) of Funding**

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

ESTIMATED TOTAL PROJECT COST \$ _____

SOURCES OF FUNDING:

Prior Appropriation (Acts of ____)	_____	ANNUAL*
State Appropriation Requested	_____	<u>PAYMENT</u>
Bonding Authority (Acts of 1965)	_____	_____
Bonding Authority (Acts of 1929)	_____	_____
Bonding Authority (Acts of 1927)	_____	_____
Lease Purchase	_____	_____
Other _____ (specify)	_____	_____

*Annual payment based on assumed 20 years @ 5.75%.

EXPLANATION OF ANY UNIQUE FUNDING FEATURES:

Attachment F
Estimated Change in Operating Costs

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

GROSS SQUARE FOOTAGE OF AREA AFFECTED BY PROJECT: _____

ANNUAL OPERATING COST

	<u>COST PER SQUARE FOOT</u>	<u>TOTAL COST</u>	<u>PERSONAL SERVICES</u>	<u>SUPPLIES AND EXPENSE</u>
Operations	\$ _____	\$ _____	\$ _____	\$ _____
Maintenance	_____	_____	_____	_____
Fuel	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____
LESS: OPERATING COST OF				
Existing Area Affected	_____	_____	_____	_____
Other Space Affected	_____	_____	_____	_____
ESTIMATED CHANGE IN COST	\$ _____	\$ _____	\$ _____	\$ _____

DESCRIPTION OF ANY UNUSUAL FACTORS AFFECTING OPERATING AND MAINTENANCE COST:

DESCRIPTION OF ANTICIPATED PLANT EXPANSION REQUEST:

Of the above "Estimated Change In Cost," what amount (if any) will be requested as a "plant expansion" adjustment to the institution's operating budget? Beginning on what date? Based on current costs prevailing as of (month, year) _____.

Project Summary

FACILITY ACQUISITION

INSTITUTION: _____
PROJECT TITLE: _____

CAMPUS: _____
BUDGET AGENCY NO.: _____
INSTITUTION'S PRIORITY: _____

PROJECT SUMMARY DESCRIPTION (ATTACHMENT A)

SUMMARY OF NEED AND NET CHANGE IN CONTRIBUTION TO EDUCATIONAL SERVICES PROVIDED BY INSTITUTION (ATTACHMENT B)

SPACE DATA (ATTACHMENT C)

PROJECT SIZE: _____ GSF _____ ASF _____ ASF/GSF

NET CHANGE IN CAMPUS ACADEMIC/ADMINISTRATIVE SPACE: _____ ASF

TOTAL PROJECT BUDGET (ATTACHMENT D)

TOTAL ESTIMATED COST: _____ \$/GSF

ANTICIPATED DATE OF PROJECT COMPLETION: _____

ANTICIPATED SOURCES OF FUNDING (ATTACHMENT E)

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL BUDGET	\$ _____

ESTIMATED CHANGE IN ANNUAL OPERATING BUDGET AS A RESULT OF THIS PROJECT (ATTACHMENT F)

\$ _____ () INCREASE () DECREASE

NOTE: SEE ATTACHMENTS FOR SUPPORTING INFORMATION REQUEST TO BE SUBMITTED WITH PROJECT SUMMARY FORM.

**Attachment A
Detailed Project Description**

FACILITY ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

DESCRIPTION OF PROJECT:

Describe the general nature of the project including the location of the facility. Include maps or floor plans if available. Also describe the programmatic functions of the space as it will be utilized upon completion of the project. Enclose a copy of the program statement for the project if prepared.

PLANNING CHANGES:

Identify any changes in the programmatic or space allocation planning of the facility if the project was reviewed at the planning review stage.

RELATIONSHIP TO OTHER CAPITAL IMPROVEMENT PROJECTS:

Identify any relationship the proposed project has to other projects that were recently completed, are currently under construction, or are being planned.

HISTORICAL SIGNIFICANCE

If the project involves the alteration or demolition of historic sites or structures, provide the background information necessary for the reader to understand the related policy issues.

**Attachment B
Need and Purpose**

FACILITY ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

RELATIONSHIP TO MISSION AND LONG-RANGE PLANNING:

Discuss the relationship of this project to the mission of the campus. Indicate how the project has been anticipated in and contributes to long-range academic and facilities plans of the campus and the institution.

NEED AND EXPECTED CONTRIBUTION TO EDUCATIONAL SERVICES:

Discuss the need for the proposed project, including specific contributions that the project will make to the quality and quantity of educational services provided by the campus.

ALTERNATIVES CONSIDERED:

Discuss alternatives to the proposed project that were seriously considered. Please include in this discussion the anticipated benefits of each alternative, the estimated costs of each alternative, and the basis for rejecting each alternative in favor of the proposed project. Please indicate the next best alternative to proceeding with this project.

PRIORITY RANKING

Describe the relative need for completing this project in relation to all other capital improvement projects requested.

RELATIONSHIP TO LONG-RANGE FACILITY PLANS:

Discuss the relationship of the proposed project to the long-range facilities plans of the campus.

**Attachment C
Space Data**

**FACILITY ACQUISITION
FOR (campus)**

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

	<u>Room Type</u> ^(a)	<u>Current Space In Use</u>	<u>Space Under Construction</u> ^(b)	<u>Space Planned And Funded</u> ^(b)	<u>Subtotal Current & Future Space</u>	<u>Space To Be Terminated As A Result Of This Request</u> ^(b)	<u>Space in New Request</u>	<u>Net Total Future Space</u>
(110 & 115)	Classroom							
(210, 215, 220, 225, 230, 235)	Class Lab							
(250 & 255)	Nonclass Lab							
300	Office Facilities							
400	Study Facilities							
500	Spec Use Facilities							
600	General Use Facilities							
700	Support Facilities							
800	Health Care Facilities							
900	Resident Facilities							
000	Unclassified							
	TOTAL							

(a) Room type classification should follow the categories defined in the Commission's Facilities Inventory and Space Utilization Report.

(b) Identify in footnote the specific facilities that are included in the data in these columns.

Include only space currently in the campus inventory plus new space that has already been authorized, whether it is under construction or not. Only if the proposed project is dependent on another proposed project should the latter project's space data be included in this data.

Attachment E
Source(s) of Funding
FACILITY ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

ESTIMATED TOTAL PROJECT COST \$ _____

SOURCES OF FUNDING:

Prior Appropriation (Acts of ____)	_____	ANNUAL*
State Appropriation Requested	_____	<u>PAYMENT</u>
Bonding Authority (Acts of 1965)	_____	_____
Bonding Authority (Acts of 1929)	_____	_____
Bonding Authority (Acts of 1927)	_____	_____
Lease Purchase	_____	_____
Other _____ (specify)	_____	_____

*Annual payment based on assumed 20 years @ 5.75%.

EXPLANATION OF ANY UNIQUE FUNDING FEATURES:

Attachment F
Estimated Change in Operating Costs

FACILITY ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

GROSS SQUARE FOOTAGE OF AREA AFFECTED BY PROJECT: _____

ANNUAL OPERATING COST

	<u>COST PER SQUARE FOOT</u>	<u>TOTAL COST</u>	<u>PERSONAL SERVICES</u>	<u>SUPPLIES AND EXPENSE</u>
Operations	\$ _____	\$ _____	\$ _____	\$ _____
Maintenance	_____	_____	_____	_____
Fuel	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____
LESS: OPERATING COST OF				
Existing Area Affected	_____	_____	_____	_____
Other Space Affected	_____	_____	_____	_____
ESTIMATED CHANGE IN COST	\$ _____	\$ _____	\$ _____	\$ _____

DESCRIPTION OF ANY UNUSUAL FACTORS AFFECTING OPERATING AND MAINTENANCE COST:

DESCRIPTION OF ANTICIPATED PLANT EXPANSION REQUEST:

Of the above "Estimated Change In Cost," what amount (if any) will be requested as a "plant expansion" adjustment to the institution's operating budget? Beginning on what date? Based on current costs prevailing as of (month, year)_____.

Project Summary

LAND ACQUISITION

INSTITUTION: _____
PROJECT TITLE: _____

CAMPUS: _____
BUDGET AGENCY NO.: _____
INSTITUTION'S PRIORITY: _____

SUMMARY OF NEED OR PURPOSE (ATTACHMENT B)

SPACE DATA

LAND: _____ ACRES

IMPROVEMENTS (IF ANY) (ATTACHMENT C)

GROSS SQUARE FEET: _____ ASSIGNABLE SQUARE FEET: _____

PROJECT COST (ATTACHMENT D)

TOTAL \$ _____

ANTICIPATED MONTH AND YEAR OF ACQUISITION: _____

ANTICIPATED SOURCES OF FUNDING (ATTACHMENT E)

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL BUDGET	\$ _____

ESTIMATED CHANGE IN ANNUAL OPERATING BUDGET AS A RESULT OF THIS PROJECT (ATTACHMENT F)

\$ _____ () INCREASE () DECREASE

NOTE: SEE ATTACHMENTS FOR SUPPORTING INFORMATION REQUEST TO BE SUBMITTED WITH PROJECT SUMMARY FORM.

**Attachment A
Detailed Project Description**

LAND ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ____

DESCRIPTION OF PROJECT:

Describe the general nature of the proposed acquisition, including location, current ownership and utilization, intended use after acquisition, approximate date of acquisition if funds are available, and special conditions, qualifications or restrictions as part of the acquisition agreement.

If appropriate, include maps and floor maps of any improvements.

CAPITAL IMPROVEMENT NEEDED:

Identify any capital improvement projects that are planned after the property is acquired. Indicate the nature of those capital improvements, their approximate cost, and timing.

HISTORICAL SIGNIFICANCE

If the project involves the alteration or demolition of historic sites or structures, provide the background information necessary for the reader to understand the related policy issues.

**Attachment B
Need and Purpose**

LAND ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

RELATIONSHIP TO MISSION AND LONG-RANGE PLANNING:

Discuss the relationship of this project to the mission of the campus. Indicate how the project has been anticipated in and contributes to long-range academic and facilities plans of the campus and the institution.

NEED AND EXPECTED CONTRIBUTION TO EDUCATIONAL SERVICES:

Discuss the need for the proposed project, including specific contributions that the project will make to the quality and quantity of educational services provided by the campus.

ALTERNATIVES CONSIDERED:

Discuss alternatives to the proposed project that were seriously considered. Please include in this discussion the anticipated benefits of each alternative, the estimated costs of each alternative, and the basis for rejecting each alternative in favor of the proposed project.

PRIORITY RANKING

Describe the relative need for completing this project in relation to all other capital improvement projects requested.

RELATIONSHIP TO LONG-RANGE FACILITY PLANS:

Discuss the relationship of the proposed project to the long-range facilities plans of the campus.

**Attachment D
Project Cost**

LAND ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

ANTICIPATED ACQUISITION SCHEDULE	<u>MONTH</u>	<u>YEAR</u>
Property Available for Purchase	_____	_____
Purchase of Property	_____	_____
Occupancy	_____	_____

PROJECT COST BUILDUP	
Purchase Price	\$ _____
Legal/Professional Fees	_____
Demolition	_____
Improvement	_____
TOTAL PROJECT COST	_____

Describe the basis for these costs.

**Attachment E
Source(s) of Funding**

LAND ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ___ OF ___

ESTIMATED TOTAL PROJECT COST \$ _____

SOURCES OF FUNDING:

Prior Appropriation (Acts of _____)	_____	ANNUAL*
State Appropriation Requested	_____	<u>PAYMENT</u>
Bonding Authority (Acts of 1965)	_____	_____
Bonding Authority (Acts of 1929)	_____	_____
Bonding Authority (Acts of 1927)	_____	_____
Lease Purchase	_____	_____
Other _____ (specify)	_____	_____

*Annual payment based on assumed 20 years @ 5.75%.

EXPLANATION OF ANY UNIQUE FUNDING FEATURES:

Attachment F
Estimated Change in Operating Costs

LAND ACQUISITION

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

GROSS SQUARE FOOTAGE OF AREA AFFECTED BY PROJECT: _____

DESCRIPTION OF ANY UNUSUAL FACTORS AFFECTING OPERATING AND MAINTENANCE COST:

DESCRIPTION OF ANTICIPATED PLANT EXPANSION REQUEST:

Of the above "Estimated Change In Cost," what amount (if any) will be requested as a "plant expansion" adjustment to the institution's operating budget? Beginning on what date? Based on current costs prevailing as of (month, year)_____.

Project Summary

LEASE ACQUISITION REQUEST

INSTITUTION: _____

PROJECT TITLE: _____

CAMPUS: _____

BUDGET AGENCY NO.: _____

INSTITUTION'S PRIORITY: _____

BUILDING NAME _____

BUILDING LOCATION: _____

TERM OF LEASE. Describe proposed period of lease including any extension options and special terms:

PROPOSED DATE OF: ACQUISITION _____ OCCUPANCY _____

PRESENT OWNERSHIP OF THE PROPOSED ACQUISITION: _____

BUILDING SPACE : GSF OF BUILDING _____ ASF OF BUILDING _____

PROJECT NEED:

- ☐ Renew existing lease
- ☐ Replacement of existing space
- ☐ Expansion of space to meet enrollment growth or changes in program
- ☐ Special purpose use (explain):

PROJECT COSTS:

Purchase Price if lease/purchase: \$ _____

Lease Payment: Original term \$ _____ per _____

Options (specify):

Lease payments to be terminated with this project: \$ _____

Net new funds for lease: 1st year \$ _____ 2nd year \$ _____

Project Summary

LEASE ACQUISITION REQUEST

(continued)

Annual operating costs: Total \$ _____

Detail: Utilities \$ _____ Personnel \$ _____ S&E \$ _____

Annual operating costs for space to be terminated with this project: \$ _____

Net new operating funds \$ _____

Remodeling needed to make building functional: \$ _____

PROJECT FINANCING:

Lease payment to be financed by:

- ☐ Existing operating funds
- ☐ Legislative budget request
- ☐ Other funds (specify):

Net operating costs to be financed by:

- ☐ Existing operating funds
- ☐ Legislative budget request
- ☐ Other funds (specify):

Remodeling costs to be financed by:

- ☐ Existing operating funds
- ☐ Legislative budget request
- ☐ Other funds (specify):

Project Detail
LEASE ACQUISITION REQUEST

PROJECT DETAIL. Restate each question in the narrative.

1. Describe the relationship of the project to the mission of the campus.
2. Academic/Administrative Room Types in the facility. For each program or function, use the room type categories shown in the first column of Attachment A and prepare a table as follows:

<u>Program</u>	<u>Room Type</u>	<u>Assignable Square Feet</u>	<u>Percent of Total ASF</u>
----------------	------------------	-----------------------------------	---------------------------------

3. Discuss the need for the proposed project, including specific contributions the project will make to the quality and quantity of educational services provided.
4. Identify alternative facilities that were considered. Include the anticipated benefits of each alternative and the basis for rejecting each alternative in favor of the proposed project. Indicate the next best alternative to proceeding with the project.
5. Identify any relationship the proposed project has to other projects that were recently completed, are currently under construction, or are being planned.
6. Discuss the long-term plans for building. Are there any plans for eventually purchasing the building?
7. Describe the major components of any remodeling needed and the costs involved. Include a description of parking requirements. Comment on the amount of code compliance work needed.
8. Discuss any shared or cooperative arrangements to be carried out in the building with educational, community, or business groups.
9. If the project involves the alteration or demolition of historic sites or structures, provide the background information necessary for the reader to understand the related policy issues.

ATTACHMENTS

1. Complete Attachment A, Space Data, for all new leases.
2. Complete Attachment B, Enrollment Data, for all new leases.
3. Complete Attachment C, Educational Program Statement, for all new leases.

**Attachment A
Space Data**

**LEASE ACQUISITION REQUEST
FOR (campus)**

BUDGET AGENCY NUMBER: _____

PAGE ____ OF ____

<u>Room Type</u> ^(a)	<u>Current Space In Use</u>	<u>Space Under Construction</u> ^(b)	<u>Space Planned And Funded</u> ^(b)	<u>Subtotal Current & Future Space</u>	<u>Space To Be Terminated As A Result Of This Request</u> ^(b)	<u>Net Change To Remodeled Space This Project</u>	<u>Net Space This Project</u>	<u>Net Total Future Space</u>
(110 & 115) Classroom								
(210, 215, 220, 225, 230, 235) Class Lab								
(250 & 255) Nonclass Lab								
300 Office Facilities								
400 Study Facilities								
500 Spec Use Facilities								
600 General Use Facilities								
700 Support Facilities								
800 Health Care Facilities								
900 Resident Facilities								
000 Unclassified								
TOTAL								

(a) From most recent Fall Inventory, for site only.

(b) List facilities to be terminated.

**Attachment B
Enrollment Data**

**LEASE ACQUISITION REQUEST
FOR (campus)**

BUDGET AGENCY NUMBER: _____

PAGE __ OF __

<u>Actual Data</u>			<u>Data</u>		<u>Projected Enrollments</u>							
Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall
<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>	<u>19__</u>

Headcount

Full-Time Equivalent
(FTE)

Contact Hours
(WSCH)

Actual and projected enrollment for site only.

Attachment C
Educational Program Statement

LEASE ACQUISITION REQUEST

Please provide the following educational program information relative to this request:

1. Proposed Instructional Delivery

A. Program and Degree Level

Provide a brief description of each instructional program to be offered in the facility, along with the level of degree/certificate offered.

B. Instructional Courses

List courses to be offered under each program by course number, course title, and credit hours.

2. Support Services

Briefly describe any support services to be provided at this facility, such as Basic Skills, counseling, financial aid services, etc.

3. Staffing

Provide a staffing plan for delivery of courses and services at this facility.

Appendix A

PROJECT IDENTIFICATION NUMBERS

An identification number should be assigned by the institution to each capital project, or group of projects, submitted for consideration or action by the Governor, the Budget Agency, the Budget Committee, or the Commission for Higher Education. This code should obey the following coding conventions:

FORMAT I - C - YY - T - SS - P

- where
- I is an alphabetic indication of the institution involved:
 - A for Indiana University
 - B for Purdue University
 - C for Indiana State University
 - D for Ball State University
 - E for Vincennes University
 - F for Indiana Vocational Technical College
 - G for University of Southern Indiana
 - C is a single digit indicating the campus involved (see attached list).
 - YY is a two-digit indication of the fiscal year in which the project, or any of its parts, was first requested. For example, projects first submitted in the 1993-94 fiscal year should use "94."
 - T is the type of project involved:
 - 1 for new construction
 - 2 for major repair and rehabilitation
 - 3 for land or facility acquisition
 - 4 for major equipment
 - 5 for lease approvals
 - 6 for other
 - SS is a unique sequence decimal number assigned within fiscal years, starting with "01" and extending up to "99" as necessary, and beginning at "01" at the beginning with each new fiscal year. Projects which are requested for a biennial budget would follow within the sequence of projects requested during the fiscal year. This coding should be followed unless the project has been requested in prior years, in which case the earlier identification number should be used.
 - P is an alphanumeric status code (with value "P") assigned by the institution to indicate, for a particular project, that this project has received planning funds previously. In such a case, the preceding portion of the code would be the same as used for the planning fund request. A capital request which has received no prior planning funds should have this field BLANK.

General Guidelines

- (1) Please use zeroes where applicable.

Example:	<u>right</u>	B-1-94-1-04-P	<u>OR</u>	B-1-94-1-04
	<u>wrong</u>	B-1-94-1-4-P	<u>OR</u>	B-1-94-1-4

- (2) Please use dashes to improve readability.
- (3) Please number capital projects presented in the biennial budget request the same way as projects requested during the year.
- (4) Several R&R projects may be grouped together under the same identification code if desired. Please do not do this if there are several project types involved (*e.g.*, do not mix land acquisition with R&R).
- (5) Please include the assigned identification number on all relevant correspondence for a project.

**LIST OF INSTITUTION AND CAMPUS CODES
FOR CAPITAL BUDGET NUMBERING SYSTEM**

A-0	Indiana University System
A-1	Indiana University Bloomington
A-2	Indiana University Purdue University Indianapolis
A-4	Indiana University All Regionals
A-5	Indiana University East
A-6	Indiana University Kokomo
A-7	Indiana University Northwest
A-8	Indiana University South Bend
A-9	Indiana University Southeast
B-0	Purdue University System
B-1	Purdue University West Lafayette
B-2	Purdue University Calumet
B-3	Indiana University Purdue University Fort Wayne
B-4	Purdue University North Central
B-5	Purdue University All Regionals
C-1	Indiana State University
D-1	Ball State University
E-1	Vincennes University
F-0	Indiana Vocational Technical College
G-0	University of Southern Indiana

Appendix B

GUIDELINES FOR THE USE OF GENERAL REPAIR AND REHABILITATION APPROPRIATIONS

Broad Policy

General Repair and Rehabilitation (R & R) funding is provided for the purpose of keeping existing academic/administrative space in good working condition. Operating within broad guidelines detailed below, it is expected that individual universities will establish work plans and budgets in ways which address university needs. It is the intent of the Commission to conduct its reviews in a way which maximizes institutional flexibility without compromising the purpose of General Repair and Rehabilitation funding.

General Procedure

It is expected that the vast majority of General Repair and Rehabilitation projects will be “routine” and will be reviewed by staff on the Commission’s behalf. This procedure should ensure an orderly and timely review without delaying institutional projects. Indeed, for projects which clearly meet “routine” requirements, universities may wish to seek state approval and reimbursement only after a project is completed. Other projects (as described below) will need Commission review; in such cases, review by the Commission and other state agencies is strongly recommended prior to beginning the project.

At its option, and as one means of minimizing paper work, an institution may present for review its entire proposed biennial plan for the use of General Repair and Rehabilitation appropriations. As described below, this plan may be contingent upon approval or funding of other capital projects. To the extent that the proposed plan consists of “routine” projects, this may be acted upon by staff. Other projects will need Commission review.

Routine Projects

Projects which clearly meet the following tests will be reviewed by staff and, failing exceptional circumstances, recommended favorably to the State Budget Agency and the State Budget Committee on the Commission’s behalf. Institutions can reasonably assume that these projects will not be delayed by the Commission.

General Repair and Rehabilitation Project Criteria

- (1) Improves academic/administrative space.
- (2) Does not add to campus gross square footage.
- (3) Does not serve to augment or expand a separately reviewed project.
- (4) Does not involve land or facility purchase.
- (5) Does not substantially redesignate the functional use of space (*i.e.*, more than 50% of the assignable square footage would change in major room use categorization).
- (6) Is not primarily intended for the aesthetic improvement of space.
- (7) Does not exceed the lesser of \$3.0 million (over one or more biennia) or one-third of an institution’s biennial appropriation for Repair and Rehabilitation.
- (8) Does not constitute “maintenance” of space. (The following, when minor and highly localized, are considered maintenance: painting of a room, small area carpet replacement, replacement of consumables, localized repartitioning, etc.)

For purposes of the above determinations, a project is a cohesive or common unit of work, and not the sum of separate and unrelated smaller efforts.

Each of the above criteria inevitably involves some degree of judgment, both on the part of the institutions, and on the part of the Commission staff. Several cases need to be elaborated:

- (a) Projects involving academic/administrative space and supplemental space in one project. Simply stated, in such cases institutions should propose appropriate shares of General Repair and Rehabilitation and other funding. If this is done, and the project is otherwise routine, there is no need for special Commission action. If some judgment is required on this issue, the project will be reviewed by the Commission.
- (b) Infrastructure projects. Until infrastructure Repair and Rehabilitation needs are addressed by the General Assembly, it is understood that such projects may well need to be addressed as General Repair and Rehabilitation, and that the normal guidelines for General Repair and Rehabilitation may not be particularly helpful in reviewing projects. For example, it may be necessary to “construct” a totally new service line to replace one or more abandoned ones. In every case, however, the following guidelines are appropriate:
 - (1) projects which improve academic/administrative and supplemental space should be cost-shared in some reasonable way,
 - (2) replacement of an existing facility function is acceptable, but construction of a “new” function is not, unless such a function is considered standard and accepted in updated buildings. (For example, replacement of room air conditioners with a centralized unit is acceptable, but a project solely to add new air conditioning is not, at least for purposes of routine staff review.)
- (c) Large, multiple-biennia projects. The Commission recognizes that some renovation projects can be best accomplished via a planned use of General Repair and Rehabilitation funds over an extended period. As described below, such projects should be reviewed by the Commission at the outset of the project. In general, a project which has been reviewed previously by the Commission can be acted upon routinely by staff in successive biennia, after ensuring that the work scope has not deviated from the originally reviewed plan.

Projects Generally Requiring Commission Review

In general, proposed Repair and Rehabilitation projects which fail the tests outlined above would be taken to the Commission for review and recommendation. However, the following situations would always require Commission review:

- (1) Individual projects costing over \$3.0 million (in one or more biennia), or more than one-third of the institution’s biennial appropriation for General Repair and Rehabilitation. (However, if the project has been reviewed previously, it may be reviewed routinely by staff.)
- (2) Individual projects which would require significant changes in the functional use of space (*i.e.*, more than 50% of the building’s assignable square footage would change in major room use categorization).
- (3) Projects which would require significant levels of additional annual operating expenditures.

For projects clearly indicated above, Commission review is strongly recommended before the expenditure of funds on the project.

Projects Not Generally Appropriate As General Repair and Rehabilitation

While the Commission believes that there should be considerable institutional latitude in establishing the priority, budget, and schedule for Repair and Rehabilitation projects, it also believes that the integrity of the General Repair and Rehabilitation concept should be preserved. To this end, the Commission recommends that -- without exceptional circumstances -- certain kinds of projects should not be considered for General Repair and Rehabilitation funding. These include:

- (1) Projects which add gross square footage, or involve land or facility purchase.
- (2) Projects which solely benefit “supplemental” space.
- (3) Projects which serve a purpose other than keeping existing space in good working condition (*i.e.* aesthetic improvements).

Institutions should expect that projects clearly indicated by the above tests will be negatively recommended by the Commission for use of General Repair and Rehabilitation funding, failing extraordinary circumstances or clear expressions of intent by the General Assembly. However, this posture should not be construed as pejorative to the project. Such projects can be considered as “special” Repair and Rehabilitation projects. Depending upon source of funding and statutory requirements for project review, these projects may be presented to the state as part of an institution’s biennial capital budget request, or may be handled by Commission and State Budget Agency review followed by State Budget Committee action.

Relationship of General Repair and Rehabilitation to “Special” Repair and Rehabilitation Projects

The Commission believes that General Repair and Rehabilitation, when appropriately funded over extended periods of time, will diminish the need for “Special” Repair and Rehabilitation projects. But the Commission also believes that over the near-term, Special projects will continue to be needed. These projects are of three types:

- (1) Otherwise acceptable General Repair and Rehabilitation projects which, because of their size and their urgency, simply cannot be undertaken within appropriated General Repair and Rehabilitation funding without compromising the Repair and Rehabilitation plans developed at each campus.
- (2) Projects which do not qualify as General Repair and Rehabilitation projects, for one reason or another (*e.g.*, the project proposed a substantial functional change in the use of space as defined above).
- (3) Projects which involve a significant public policy issue.

The Commission believes that these types of projects should be addressed and considered by the General Assembly or State Budget Committee as required by state law.

It is expected that all large projects with total project cost exceeding \$3.0 Million will appear on, and be consistent with, the institution’s ten-year capital plan, regardless of whether they will be addressed as General Repair and Rehabilitation or Special Repair and Rehabilitation projects.

As a part of its biennial request for General Repair and Rehabilitation funding, an institution may present a specific plan for the use of available funds. If this is done, any special relationships or contingencies between General and Special Repair and Rehabilitation projects should be described.

**Instructions for Presentation
of the
2003-05 Line Item Budget Requests
by the
Public Postsecondary Educational Institutions
in Indiana**

**INSTRUCTIONS FOR PRESENTATION
OF THE
2003-05 LINE ITEM BUDGET REQUESTS BY THE
PUBLIC POSTSECONDARY EDUCATIONAL INSTITUTIONS
IN INDIANA**

INTRODUCTION

The public universities and Ivy Tech State College should prepare 2003-05 Line Item requests, if any, in accordance with the following instructions and guidelines. Line Item Projects are those for which separate appropriations are made, apart from the universities' general operating appropriations. Typically, these are projects of special legislative interest, of purpose or application broader than a simple university setting, or having a planned termination date.

The format and instructions outlined below are intended to provide sufficient uniformity of presentation for review agencies to understand the requests readily, while also providing institutions an adequate means of communicating their budgetary needs.

DATE FOR SUBMISSION OF LINE ITEM REQUEST

All 2003-05 Line Item Request documents are to be submitted no later than *August 1, 2002*.

SUBMISSION OF LINE ITEM BUDGET REQUEST DOCUMENTS

Copies of the Line Item Budget requests should be made available to the following:

	<u>Number of Copies</u>
State Budget Agency	4
Senate Finance Committee	4
House Ways and Means Committee	4
Commission for Higher Education	6
Department of Workforce Development	1
Legislative Services Agency	1

CONTENT OF LINE ITEM BUDGET REQUEST

University line item budget requests should be segregated from the institutional/campus general operating requests. The line item requests may be separately bound, or may appear as a separate section of university budget request books.

The following guidelines should be used:

- If the line item requests are separately bound, a signed letter of transmittal should be included.
- Executive Summary. A brief narrative of one to five pages in length should introduce the line item requests. Approximately one paragraph for each project should be included, highlighting the key budgetary needs/initiatives included in the request. The Executive Summary should include Schedule Line Item 1.
- Each project should be presented separately, and should contain the following elements.
 - (1) Summary. This section outlines relevant history, purposes, and budgetary needs. This information may be recorded on Budget Agency Schedule B-5.
 - (2) Budget Agency Schedule B-6.
 - (3) Budget Agency Schedule B-12.
 - (4) Budget Agency Schedule B-13.

Only one Schedule B-6 should be provided for each line item project. Data for the request years should include all proposed inflation adjustments and improvements.

Schedule B-12 is necessary only if the line item project utilizes federal or state dedicated funds.

Schedule B-13 may be used directly, or may be supplied in an alternate form, as long as the data for Schedule B-13 may be derived easily. The fundamental purpose of this form is to distinguish base budget increases from one or more improvement projects which may be proposed. No greater level of expenditure detail than implied by Schedule B-6 is required.

Other standard Budget Agency forms need not be used in requesting funds for university line item projects.

Line Item I

SUMMARY OF PROPOSED LINE ITEM PROJECTS

	2002-03	2003-04			2004-05		
	<u>Total</u>	<u>Increase</u>	<u>%</u>	<u>Total</u>	<u>Increase</u>	<u>%</u>	<u>Total</u>
<u>Line Item Project #1</u>							
State General Funds							
State Dedicated Funds							
Federal Funds							
Student Fees							
Other Revenues (identify)							
TOTAL EXPENDITURE							
<u>Line Item Project #2</u>							
State General Funds							
State Dedicated Funds							
Federal Funds							
Student Fees							
Other Revenues (identify)							
TOTAL EXPENDITURE							
•							
•							
•							
<u>Recap</u>							
State General Funds							
State Dedicated Funds							
Federal Funds							
Student Fees							
Other Revenues (identify)							
GRAND TOTAL EXPENDITURE							

**Instructions for Presentation
of the
2003-05 Operating Budget Request
of the
State Student Assistance Commission
of Indiana**

**INSTRUCTIONS FOR PRESENTATION OF THE
2003-05 OPERATING BUDGET REQUEST OF THE
STATE STUDENT ASSISTANCE COMMISSION OF INDIANA**

INTRODUCTION

These instructions consist of three parts:

- | | |
|-----------|--|
| Part I: | General Background Narrative of the Student Aid Programs Administered by SSACI |
| Part II: | Budget Request Tables and Formats |
| Part III: | State Budget Agency Biennial Budget Information Packet (to be distributed) |

Parts I and II refer primarily to the student assistance programs administered by SSACI with less attention given to its administrative budget. *Part III* focuses primarily on the administrative budget for SSACI, with less attention to the programs *per se*.

Parts I and II of the budget request are due on or before **August 1, 2002**. *Part III* should be submitted in accordance with timelines established by the State Budget Agency. SSACI should submit copies of the aforementioned budget request items to the following:

	<u>Number of Copies</u>
State Budget Agency	4
Senate Finance Committee	4
House Ways and Means Committee	4
Commission for Higher Education	6
Department of Workforce Development	1
Legislative Services Agency	1

Part I: General Background Narrative

This narrative provides an opportunity for SSACI to explain key aspects of its budget request and to address the agency's funding needs in the context of its customers' needs. While there is no specific outline for this narrative, at least the following topics and questions should be addressed clearly.

A. Agency Mission and Priorities

Discuss SSACI's mission and identify its highest priority objectives. Discuss how these objectives can be better incorporated into SSACI's operations. Describe the agency's desired outcomes and the means by which SSACI measures progress toward achieving the objectives identified above. Discuss how performance objectives may be changed for 2003-05.

Identify ways that SSACI could improve the management and integration of its programs to address more comprehensively the needs of students and other customers.

Identify the factors and assumptions that drive SSACI's staffing levels. Compare SSACI's current staffing level with the agency's committed staffing level and outline the agency's plan for reaching this commitment.

Consistent with the priorities listed in Schedule III, explain the rationale for the decisions regarding requested state funding priorities.

Identify any recent or likely future federal initiatives which may impact the needs of SSACI's customers. Outline SSACI's possible responses to such changes.

B. Technical/Programmatic

For each of SSACI's programs, explain how information is disseminated to potential applicants and participants.

Provide a general description of the students served by the HEA and FOC programs in the 2000-01 (actual data) and 2001-02 (estimated data) award years. Include information about income levels, contribution levels, academic levels (*e.g.*, number of semesters completed, etc.), type of institution attended (public, independent), and other measures appropriate to evaluating the program.

Describe historical, current, and projected utilization rates for the HEA/FOC programs. If these rates are changing over time, describe and explain any trends. Discuss current efforts to improve SSACI's projections of the demand for HEA/FOC program funds via modeling. Discuss changes from rationing awards to subsidizing tuition and fees. Discuss changes in award formulas.

Consistent with Schedules V and VI, provide a detailed quantitative analysis of HEA/FOC 2003-05 state funding requirements.

Describe the current status of the 21st Century Scholars Program:

- a. Provide a detailed analytical explanation for the figures reported in Schedule XII.
- b. Indicate extent to which scholars who have graduated from high school have timely enrolled in college and continued to pursue a college degree.
- c. Show extent to which the Scholars' support program has achieved regionalization throughout the State.
- d. Discuss the impact of proprietary school participation.

Discuss the development of the Children of Disabled Veterans and Officers Statutory Fee Remission (CVO) programs. Describe any implementation or funding challenges that may have arisen along with SSACI plans to address them.

C. Other

Is SSACI likely to propose regulatory or legislative improvements to any of the programs under its purview? Provide at least a general description of the types of changes being considered.

Note any other issues which would be helpful in understanding the past, current, and future budgetary needs of SSACI. These might include, for example:

- a. National trends in student financial assistance
- b. Administrative needs of SSACI itself (*e.g.*, staffing and equipment)
- c. Alternative application and delivery system options
- d. Federal initiatives that could affect the manner and method in which SSACI determines award amounts for students.
- e. Observations about existing programs under SSACI's administration that are related to the agency's budget.

Part II: Budget request Tables and Formats

Schedules I through XV are for providing quantitative information associated with the 2003-05 biennial budget request. Data are requested for both the program and administrative functions of SSACI. Explanation of reasons and assumptions should be attached to the individual schedules, as needed.

Schedule I

SUMMARY OF AWARD ACTIVITY
(EXPENDITURES FROM ALL FUNDING SOURCES)

	<u>Actual</u> <u>2000-01</u>	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Requested</u> <u>2003-04</u>	<u>Requested</u> <u>2004-05</u>
<u>Programs/ Awards/ Grants/ Loans</u>					
V Higher Education Award					
VI Freedom of Choice					
VII Hoosier Scholars					
VIII Contract for Space					
IX Part-time Grant Program					
X National Guard Supplemental Grant					
XI Department of Corrections Grant					
XII Minority and Special Education Teacher Scholarship Program					
XIII Paul Douglas Teacher Scholarship Program					
XIV State College Work Study					
XV Nursing Scholarship Program					
XVI 21 st Century Scholars Program					
XVII 21 st Century Scholars Early Intervention					
XVIII Robert C. Byrd Scholarship Program					
XIX Federal Americorps					
XX Federal GEARUP					
XXI Statutory Fee Remissions					
TOTAL AWARDS /GRANTS/ LOANS					

Schedule I (Continued)

SUMMARY OF AWARD ACTIVITY
(EXPENDITURES FROM ALL FUNDING SOURCES)

	<u>Actual</u> <u>2000-01</u>	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Requested</u> <u>2003-04</u>	<u>Requested</u> <u>2004-05</u>
<u>Administrative Expenditures</u>					
XXII General Scholarships & Grants					
XII Minority and Special Education Teacher Scholarship Program					
XIII Paul Douglas Teacher Scholarship Program					
XIV State College Work Study					
XV Nursing Scholarship Program					
XVIII Robert C. Byrd Scholarship Program					
XI Department of Corrections Grant					
XVII 21 st Century Scholars Administration					
TOTAL ADMINISTRATIVE EXPENSES					

Schedule II

SUMMARY OF AWARD ACTIVITY
(EXPENDITURES FROM STATE APPROPRIATIONS ONLY)

	<u>Actual</u> <u>2000-01</u>	<u>Actual</u> <u>2001-02</u>	<u>Base Budget</u> <u>2002-03</u>	<u>Projected</u> <u>2003-04</u>	<u>Projected</u> <u>2004-05</u>
Higher Education Grant Program					
Higher Education Awards					
Freedom of Choice Awards					
Hoosier Scholars					
Part-Time Grant Program					
National Guard Supplemental Grant					
Contract for Space					
Statutory Fee Remissions					
Grant Administration					
Subtotal					
21st Century Scholars Program					
Program Awards					
Early Intervention					
Administrative Costs					
Subtotal					
State College Work Study					
Programs Awards					
Administrative Costs					
Subtotal					
Minority and Special Education Teacher Scholarship Program					
Program Awards					
Administrative Costs					
Subtotal					
Nursing Scholarship Program					
Program Awards					
Administrative Costs					
Subtotal					
TOTAL STATE FUNDING					

Schedule III

SSACI REQUESTED PRIORITIES FOR NEW STATE INVESTMENT

(2003-05 Biennium)

<u>Priority</u>	<u>Program</u> ¹	<u>2002-03</u> <u>Base</u>	<u>2003-04</u>			<u>2004-05</u>		
			<u>Increase</u> ²	<u>Pct</u> ³	<u>Total</u>	<u>Increase</u> ²	<u>Pct</u> ³	<u>Total</u>
1								
2								
3								
.								
.								
.								
TOTAL -- ALL REQUESTS								

¹ List in order of priority requested new state investments related to improving the quality or effectiveness of current SSACI programs or the addition of new SSACI programs. New investments requested may appear under multiple priorities if desired. Include where appropriate new administrative expenditures.

² List dollar increase over preceding year. Show STATE funding only.

³ List percent increase over preceding year.

Schedule IV

SSACI REQUESTED PRIORITIES FOR NEW FEDERAL INVESTMENT

(2003-05 Biennium)

<u>Priority</u>	<u>Program</u> ¹	2002-03 <u>Base</u>	<u>2003-04</u>			<u>2004-05</u>		
			<u>Increase</u> ²	<u>Pct</u> ³	<u>Total</u>	<u>Increase</u> ²	<u>Pct</u> ³	<u>Total</u>
1								
2								
3								
.								
.								
.								
TOTAL -- ALL REQUESTS								

-
- ¹ List in order of priority requested new federal investments related to improving the quality or effectiveness of current SSACI programs or the addition of new SSACI programs. New investments requested may appear under multiple priorities if desired. Include where appropriate new administrative expenditures.
- ² List dollar increase over preceding year. Show FEDERAL funding only.
- ³ List percent increase over preceding year.

Schedule V

HIGHER EDUCATION AWARD PROGRAM

Actual 2000-01		Actual 2001-02		Estimated 2002-03		Requested 2003-04		Requested 2004-05	
# Awards	Total \$	# Awards	Total \$	# Awards	Total \$	# Awards	Total \$	# Awards	Total \$

EXPENDITURES

- a. Public 4-year
- b. Public 2-year
- c. Independent
- d. Proprietary
- e. Nursing Schools
- f. Reciprocity Agreement Grants

TOTAL EXPENDITURES

INCOME

State Funds

- a. General Fund Appropriation
- b. Refunds
- c. Other (Specify)
- d. Subtotal

Federal Funds

- a. LEAP
- b. Other (Specify)
- c. Subtotal

All Other (Specify)

Moved From/(To) Reserves

TOTAL INCOME

PROGRAM RESERVES

Beginning-of-Year Balance
 Additions/(Subtractions)
 Transfers to FOC
 End-of-Year Balance

Schedule VI

FREEDOM OF CHOICE PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
a. Independent										
b. Nursing Schools										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriation										
b. Refunds										
c. Other (Specify)										
d. Subtotal										
Federal Funds										
a. SSIG										
b. Other (Specify)										
c. Subtotal										
Moved From/(to) Reserves										
All Other (Specify)										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
Transfers from HEA										
End-of-Year Balance										

Schedule VII
HOOSIER SCHOLARS PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>

EXPENDITURES

Public Institutions

Independent Institutions

TOTAL EXPENDITURES

INCOME

State Funds

- a. General Fund Appropriations
- b. Refunds
- c. Other

Federal Funds

Moved From/(To) Reserves

TOTAL INCOME

PROGRAM RESERVES

Beginning-of-Year Balance
Additions/(Subtractions)
End-of-Year Balance

Schedule VIII
CONTRACT FOR SPACE

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Northern Kentucky University										
Cincinnati State College										
University of Cincinnati										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

Schedule IX

PART-TIME GRANT PROGRAM

Actual 2000-01		Actual 2001-02		Estimated 2002-03		Requested 2003-04		Requested 2004-05	
# Awards	Total \$	# Awards	Total \$	# Awards	Total \$	# Awards	Total \$	# Awards	Total \$

EXPENDITURES

Students Attending

- a. Public 4-year
- b. Public 2-year
- c. Independent
- d. Proprietary
- e. Nursing Schools

TOTAL EXPENDITURES

INCOME

State Appropriation

- a. General Funds
- b. Refunds
- c. Other
- Subtotal

Federal Funds

All Other (Identify)

Move From/(To) Reserves

TOTAL INCOME

PROGRAM RESERVES

Beginning-of-Year Balance
Additions/(Subtractions)
End-of-Year Balance

Schedule X

NATIONAL GUARD SUPPLEMENTAL GRANT

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Grants										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

Schedule XI

DEPARTMENT OF CORRECTIONS GRANT

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Institutions										
Administrative Costs										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

Schedule XII

MINORITY AND SPECIAL EDUCATION TEACHER SCHOLARSHIP PROGRAM

		<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
		<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>											
I.	Minority Teacher Scholarship Program										
	Students Attending Public Institutions										
	Black										
	Hispanic										
	Total										
	Students Attending Independent Institutions										
	Black										
	Hispanic										
	Total										
	Program Total										
	Black										
	Hispanic										
	Total										
II.	Special Education Teacher Scholarship Program										
	Public Institutions										
	Independent Institutions										
	Program Total										
III.	Administrative Costs ¹										
TOTAL EXPENDITURES											
<u>TOTAL REVENUES</u>											
State Funds											
	a. General Fund Appropriations										
	b. Refunds										
	c. Other										
Federal Funds											
Moved From/(To) Reserves											
TOTAL INCOME											
<u>PROGRAM RESERVES</u>											
	Beginning-of-Year Balance										
	Additions/(Subtractions)										
	End-of-Year Balance										

¹ Include only budgeted administrative costs charged to this program account.

Schedule XIII

PAUL DOUGLAS TEACHER SCHOLARSHIP PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Public Institutions										
Independent Institutions										
Subtotal										
Administrative Cost ¹										
TOTAL EXPENDITURES										
 <u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
 <u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

¹ Include only budgeted administrative costs charged to this program account.

Schedule XIV

STATE SUMMER COLLEGE WORK-STUDY PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Public Institutions										
Independent Institutions										
Note-for-Profit										
State Agencies										
City and Local Government										
Subtotal										
Administrative Cost ¹										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

¹ Include only budgeted administrative costs charged to this program account.

Schedule XV

NURSING SCHOLARSHIP PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	# Awards	Total \$	# Awards	Total \$	# Awards	Total \$	# Awards	Total \$	# Awards	Total \$
<u>EXPENDITURES</u>										
Students Attending Public Institutions										
Students Attending Independent Institutions										
Subtotal										
Administrative Cost ¹										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

¹ Include only budgeted administrative costs charged to this program account.

Schedule XVI

21ST CENTURY SCHOLARS PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Public Institutions										
Independent Institutions										
Proprietary Institutions										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

Schedule XVII

21ST CENTURY SCHOLARS EARLY INTERVENTION AND ADMINISTRATION

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Early Intervention Programs										
Point 7 Site Program Costs										
Administrative Costs										
Point 1										
Point 2										
Point 3										
Point 4										
Point 5										
Point 8										
Point 9										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

Schedule XVIII

ROBERT C. BYRD SCHOLARSHIP PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Students Attending										
a. Indiana public institution										
b. Indiana independent institution										
c. Out-of-state public institution										
d. Out-of state independent institution										
e. Subtotal										
Administrative Cost ¹										
TOTAL EXPENDITURES										
<u>Activity</u>										
Number and Value of Renewal Scholarships Awarded										
Number and Value of New Scholarships Awarded										
<u>INCOME</u>										
State Appropriation										
Federal Appropriation										
Refunds										
Other (Identify)										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

¹ Include only budgeted administrative costs charged to this program account.

Schedule XIX

FEDERAL AMERICORPS PROGRAM

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Early Intervention Programs										
Site Distributions										
Administrative Costs										
Point 1										
Point 2										
Point 3										
Point 4										
Point 5										
Point 8										
Point 9										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

Schedule XX

GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS (GEARUP)

	<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>	<u># Sites</u>	<u>Total \$</u>
<u>EXPENDITURES</u>										
Early Intervention Programs										
Site Distributions										
Administrative Costs										
Point 1										
Point 2										
Point 3										
Point 4										
Point 5										
Point 8										
Point 9										
TOTAL EXPENDITURES										
<u>INCOME</u>										
State Funds										
a. General Fund Appropriations										
b. Refunds										
c. Other										
Federal Funds										
Moved From/(To) Reserves										
TOTAL INCOME										
<u>PROGRAM RESERVES</u>										
Beginning-of-Year Balance										
Additions/(Subtractions)										
End-of-Year Balance										

Schedule XXI

CVO: CHILDREN OF DISABLED VETERANS (CDV) AND OTHER FEE REMISSION PROGRAMS

<u>Actual 2000-01</u>		<u>Actual 2001-02</u>		<u>Estimated 2002-03</u>		<u>Requested 2003-04</u>		<u>Requested 2004-05</u>	
<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>	<u># Awards</u>	<u>Total \$</u>

EXPENDITURES

A. Pupils in Soldiers' and Sailors' Children's Home (IC 20-12-19-1)

B. Children of Purple Heart Recipients or Wounded Veterans (IC 20-12-19-1)

C. Children of Deceased or Disabled Veterans (IC 20-12-19-1)

D. Children of Vietnam POW/MIA (IC 10-5-16.5)

E. Children of Deceased Police and Firefighters (IC 20-12-19.5)

F. Spouses of Deceased Police or Firefighters (IC 20-12-19.5)

TOTAL EXPENDITURES

INCOME

State Funds

- a. General Fund Appropriations
- b. Refunds
- c. Other

Federal Funds

Moved From/(To) Reserves

TOTAL INCOME

PROGRAM RESERVES

Beginning-of-Year Balance
 Additions/(Subtractions)
 End-of-Year Balance

Schedule XXII

SCHOLARSHIPS AND GRANTS ADMINISTRATION

	<u>Actual 2000-01</u>	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Requested 2003-04</u>	<u>Requested 2004-05</u>
<u>EXPENDITURES</u>					
Administrative Costs					
Point 1					
Point 2					
Point 3					
Point 4					
Point 5					
Point 6					
Point 7					
Point 8					
Point 9					
TOTAL EXPENDITURES					
<u>INCOME</u>					
State Funds					
a. General Fund Appropriations					
b. Refunds					
c. Other					
Federal Funds					
Moved From/(To) Reserves					
TOTAL INCOME					
<u>PROGRAM RESERVES</u>					
Beginning-of-Year Balance					
Additions/(Subtractions)					
End-of-Year Balance					